

# VANDEN



**CA-20011 CADET GROUP  
CADET GUIDE 2023-24**



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## HISTORY OF CA-20011

CA-20011 was established on July 1, 2001. At that time Vanden's principal was Sheila McCabe EDD. The Senior Aerospace Science Instructor (SASI) was Lt Col Billy Lakes, USAF (Ret); the Aerospace Science Instructor (ASI) was MSgt Hollis R. Huvar, USAF (Ret). There were 114 cadets the first year. When the cadets created the initial organizational structure, the 21st Operations Squadron and 60th Operations Support Squadron were chosen to pay homage to Travis AFB and MSgt Huvar's (21<sup>st</sup> Airlift Squadron/Flight Supervisor) and Lt Col Lakes (60<sup>th</sup> Component Repair Squadron/Commander) military service. In June 2010, Lt Col Lakes retired after 13 years teaching AFJROTC. Maj Marian R. Collins, USAF (Ret) assumed the role of SASI in August 2010 and taught until June 2019. Lt Col Jay A Brookman, USAF (Ret) became the SASI July 2019. Lt Col Brookman and MSgt Huvar retired June 2023. Lt Col Brookman teaching 4 years here at Vanden and MSgt Huvar teaching here at Vanden for 22 years. In December 2013, the cadet's established our local chapter of the Kitty Hawk Air Society. It is named after Major Paradon Silpasornprasit who tragically lost his life in August 2013. He was a strong supporter of Vanden's JROTC program and parent of two former cadets. Since July 2001, the Corps and cadets are consistently winning awards at the local, state, and national level.

### 2022-23

Vanden's AFJROTC blasted off with its twenty-second year under the leadership of C/Col Quentin Burns as the 1<sup>st</sup> Semester Group Commander, and the rest of the new top four: C/Lt Col Josiah Tolbert; The Command Chief/Executive Officer, C/Capt Ethan Rossignol; The 21<sup>st</sup> Squadron Commander, and C/Capt Dreighton Palacios; The 60<sup>th</sup> Squadron Commander. Top four started the year off strong with their first event, New Cadet Orientation Program(NCOP), where top four, along with the rest of alpha and select third years, introduced themselves to all first and second years, and begun their orientation program to introduce the cadet's to the CA-20011 program. ASI's learned how to perform basic drill movements, flag folding and raising procedures, and how to properly execute PT every Friday. ASII's learned basic color guard movements, and began learning more advanced drill movements for the 30-step, which ASII's are evaluated on later in the year. ASI's & ASII's were then combined into groups for the Group Leadership Projects(GLP's), where we ended with a couple fun rounds of dodgeball.

CA-20011 participated in the Veterans Day Parade in Fairfield, CA. The Drill Team, ASIII's, and ASIV's participated in the parade. CA-20011 hosted the annual Nor Cal Bowling Tournament. 10 JROTC Units from local area showed to compete against each other in a bowling tournament held at the Travis AFB Bowling Center. Cadets participated in a CIA trip to the Reno Air Races in Reno, Nevada. Cadets were able to learn more about the physics of flight through the STEM tent, experience a realistic flight through the flight simulator, and watch different planes race around the course.

CA-20011 was inspected by Mr. Young, AFJROTC Headquarters, to perform our Unit Evaluation. The First Semester Top 4 delivered a mission briefing to Mr. Young highlighting how our Corps operates as well as a recap of what we have accomplished this school year. We held a Mass Formation at lunch and afterwards Cadets Quentin Burns, and Josiah Tolbert were awarded the Top Performer Award for their excellent leadership performance throughout the year. The ASII 30-Step Drill Sequence, led by Cadet Zaida Sesay, was also highly praised for their outstanding drill performance. This year's Unit Evaluation was extremely successful with our Corps receiving "Exceeds Standards" for our performance and overall organization.

The 2<sup>nd</sup> Semester started off with our 2<sup>nd</sup> Semester Change of Command ceremony, where C/Lt Col Josiah Tolbert was appointed as the 2<sup>nd</sup> Semester Group Commander, and the corps switched over to a new top four with C/Capt Ethan Rossignol as the Command Chief/Executive Officer, C/Capt Noah Tran as the 21<sup>st</sup> Squadron Commander, and C/Capt Ty Lowry as the 60<sup>th</sup> Squadron Commander. We held our 21<sup>st</sup> Annual Military Ball themed Casino Night, with over 50 cadets enjoying great food, dancing the night away, and sampling aircraft themed mocktails. To finish the year on a high note, we ended the year off with awards night where ASI's through ASIV's received awards for their outstanding academic, and

leadership performance this year. On another high note, Cadet [insert name] was selected as the first semester Group Commander for the 2023-2024 School Year.

Alpha Flight Seniors for the 2022-2023 School Year: Quentin Burns, Gavin Halvorson, Ty Lowry, Dreighton Palacios, Ethan Rossignol, Josiah Tolbert, and Noah Tran. Other graduating seniors include Ryan Bettencourt and Jacarla Black.

## **2021-2022**

The first year back from our 18-month hiatus went off with a bang. The new top four was Cadet Group Commander Calvin Malech, Command Executive Officer Rachel Lee, 21<sup>st</sup> Squadron Commander Emmalee Burr, and 60<sup>th</sup> Squadron Commander Ryenn Capitani. All four led two New Cadet Orientation Programs (NCOPs) for the ASII and ASI cadets in the 2021-2022 school year. Each of the ASII and ASI cadets learned the basics of drill, dress and appearance, and flight management. The ASII cadets had an extra twist to their NCOP in themselves learning sequences for class color guards. Vanden AFJROTC also participated in the Fairfield Veterans Day Parade. Our very own Alpha flight, Unarmed, Armed, and Drill Team Color Guard marched to recognize the Men and Women in arms who have served this country proudly. We ended the semester off on a high note by hosting the Nor Cal Bowling Tournament for ourselves and other JROTC units in the area. Each unit had a blast, with high spirits and a competitive atmosphere. One of our own Vanden teams, all ASI cadets, had also placed third overall in the tournament. Their names are Wiliam Albers, Noah Hargrave, Aidan Murray, and Chistopher Neldner.

Unit Evaluation: This year Alpha Flight led a self-assessment of our corps to send to AFJROTC Headquarters. The second semester Top Four, consisting of Cadets Rachel Lee, Isaiah Forrest, Ethan Miles, and Ryenn Capitani, each delivered a briefing of our corps operations and goals for the future. The Top Four briefed each of our flights for every cadet to learn more about our corps and how the senior cadets lead the corps. Our Vanden principal Kirsten Shields was also present at our mass Formation as Vanden AFJROTC showed its drill skills and discipline. This year's evaluation went very well as all of Alpha Flight along with select third years cadets came together to organize and execute a great self-evaluation of our corps.

Second semester, our Corps held a Change of Command Ceremony, during which Cadet Rachel Lee was named and appointed the second semester Group Commander. The seniors of CA-20011 participated in the Bataan Death March Memorial hike in Nimbus Park Folsom; cadets hiked twelve miles in total. Two other events would follow as Vanden JROTC would win the AFJROTC vs ASB Dodgeball Tournament and a mix of ASI-ASIV cadets would bring home gold silver and bronze medals from the Casa Roble High School Fun Olympics event. Our next event was Awards Night; cadets were awarded national and local awards for their dedication to our corps and the JROTC program. Unarmed Drill team travelled to Hiram Johnson High School and participated in NCIDM, where they placed 3<sup>rd</sup> in Regulation drill, and 2<sup>nd</sup> in Inspection. Our very own Ethan Rossignol earned 2<sup>nd</sup> in the Armed Drill Down. After two years of Covid-19 we put together and held our 20<sup>th</sup> Military Ball, themed with the Enchanted Forest, with over 60 cadets including two cadets from Fairfield High School AFJROTC. We ended the year on a very high note as Cadet Quentin Burns was selected to be the first semester Group commander for the 2022-2023 school year.

The Alpha Flight Seniors for the 2021-2022 School Year: Emmalee Burr, Luke Cayanan, Brennan Erickson, Isaiah Forrest, Rachel Lee, Calvin Malech, Ethan Matthew, Ethan Miles, Joshua Taylor, and Joseph Wijangco. Other graduating seniors include Joshua Angeles, Hazyl Gray and Mark Mulumba.

## **2020-2021**

Vanden AFJROTC started school this year online due to the COVID-19 pandemic. The first semester Cadet Group Commander, C/Col Charlie Sotto, guided the Corps into this new and challenging year with the second semester Cadet Group Commander, C/Lt Col Edrin Miller successfully finishing the year off

in a Hybrid model, online and in person learning. The Corps was not able to participate in events in person, but they were still able to help fundraise for the Solano Foster Children Christmas Ornaments Fundraiser event. In total, the Corps raised \$342 to purchase gifts for two foster children. To boost morale in the Corps, Alpha Flight created two different and exciting events called, “The Corps Skribbl.io Contest” and “AFJROTC Shark Tank”. In Corps Scribbl.io Contest, cadets played Pictionary based on the material from Drill and Ceremonies and the Cadet Guide; First Year Cadet, Kaleb Munstermann, was the winner. In AFJROTC Shark Tank, cadets picked an object and stated what their product was and why it was beneficial to the audience; Cadet Ruth Amar was the winner. These two cadets won gift cards and bragging rights.

The 2021 New Cadet Orientation Program (NCOP) event was held entirely online. Alpha Flight made a video about the Corps, how to wear the uniform, Drill and Ceremonies, and the extracurricular teams that the Corps supports. All co-curriculars and Physical Training were held online. Next, the Academic Competition Team competed in one round of competition this year. Lastly, the Cyber Patriot team competed in three rounds of competition with the final round the Gold Tier Bracket in the State Round.

Towards the end of March, students who elected to return back to school in a Hybrid learning model were able to participate in person for two days out of the week. The Drill team was also able to have practice in person again, while still following the state’s mandatory mask mandate and the social distancing guidelines.

To finish the year off, Alpha Flight extensively planned an “End of Year Ceremony”. Due to School District Covid-19 guidelines Seniors received their academic, leadership and AFJROTC certificates of Completion and Training awards at the Vanden High Senior Awards Night. AS Is, IIs, and IIIs received their academic and leadership awards during the Vanden High All School Awards event.

The Alpha Flight Seniors for the 2020-2021 School: Bryce Beaty, Brady Johnson-Casillas, Wilson Josh Casquejo, Mark Angelo Espana, Alecia Foster, Trevor Gerber, Dylan Hewett, Edrin Miller, Tristen Niemela, Nolan Oller, Kaelin Peralta, Jacob Queen, Alexander Saucedo, Charlie Sotto, Zarchary Tarchala, Grace Vincent, and Shannon Winters.

## **2019-2020**

Vanden’s AFJROTC began by welcoming their new Senior Aerospace Science Instructor, Lt Col Jay A. Brookman. Leading into the first semester was the Cadet Group Commander C/Col Malia-Love Jacob and C/Lt Col Olivia Bartley finished the year off strong even when cadets were not in class due to Covid-19. In the beginning, a group of cadets assisted the administration and library with guiding parents and new students around campus and also helped pass out textbooks. Our first event, Back to School Night, gave cadets the opportunity to not only earn community service hours, but also gain valuable leadership experience. Cadets were tasked with leading parents to classrooms and some also performed a color guard. On August 24th, the first semester's top four: C/Col Malia-Love Jacob, C/Lt Col Olivia Bartley, C/Capt Bethany Qamer and C/Capt Tyson Keyser visited Dixon to raise the American flag for a newly built house by the organization called Habitat for Humanity. This house was dedicated to the local veterans within the community. Those cadets also had the privilege to meet Congressman John Garamendi.

To give the first years an idea of what it’s like to be in CA-20011’s AFJROTC program, they participate in an event called New Cadet Orientation Program, which is led by Alpha Flight cadets and high performing third years. The first years participate in physical training, drill and ceremonies, group leadership projects and to finish the day off, they earn a fun round of dodgeball. CA-20011 also participated in the Fun Olympics Tournament hosted by Casa Roble High School for the first time in years. Cadets earned first place in various relays and best flight. Along with attending the Reno Air Races, this year cadets got to experience a new museum, The USS Hornet, held in Alameda. During this time as

well, the first semester top four is preparing for the biggest event of the year, the corps Unit Evaluation. This year they were inspected by Casa Roble's SASI, Lt Col Kevin Houdek.

Due to Covid-19, school was transferred to online. With the Instructors and the Second Semester Group Commander, C/LtCol Olivia Bartley's leadership, flights held online meetings through Launchpad. During this time they focused on planning and preparing for next year. The unit was also invited to have one cadet speak about their experiences in the program by the Board of Supervisors of Solano County. C/Col Malia-Love Jacob highlighted her best moments at CA-20011 during an online call that was live streamed with the whole entire world. Lastly, even during this unfortunate time, cadets also received very exciting news that their unit earned Distinguished Unit for the nineteenth consecutive time. The Alpha Flight Seniors for the 2019-2020 year were cadets Jadon Alagao, Olivia Bartley, Bethany Britt, Deven Connelly, Giordano Farias, Sophia Hodges, Malia-Love Jacob, Tyson Keyser, Raymond Mendoza, Bethany Qamer, Joshua Sutton, Ethan Vice, Rafael Victoria, and RonJoshua Yonson.



## **CHAPTER 1 - CURRICULUM**

### **1.1. AFJROTC Mission:**

The mission of the Air Force Junior Reserve Officer Training Corps (AFJROTC) is: to develop citizens of character dedicated to serving their nation and community.

### **1.2. AFJROTC Goals:**

The goals of the AFJROTC program are to instill in high school students:

1.2.1. Personal Responsibility

1.2.2. A Sense of Accomplishment

1.2.3. Values of Citizenship

1.2.4. Service to the United States

### **1.3. AFJROTC Core Values.**

1.3.1. Integrity: The undying devotion to truthfulness, doing one's duty, and doing what is right.

1.3.2. Courage: The state of mind or spirit that enables a person to face difficulty or danger despite fear.

1.3.3. Patriotism: Devoted love, support, and defense of one's country.

1.3.4. Competence: Having the skill, knowledge, and experience that are required to accomplish the task.

1.3.5. Tenacity: To persist in anything undertaken in spite of difficulty or obstacles.

1.3.6. Service: The giving of one's self to provide for the welfare of others.

### **1.4. AFJROTC Code of Honor:**

We pledge ourselves to:

1.4.1. Promote the best in school spirit.

1.4.2. Create and maintain standards of the highest order.

1.4.3. Respect our school's property to the fullest extent.

1.4.4. Manifest in life the high principles our school offers.

1.4.5. Respect our teachers, appointed AFJROTC officers, and classmates.

1.4.6. Obey lawful orders or instructions from our teachers, appointed AFJROTC officers and non-commissioned officers.

1.4.7. Recognize and appreciate the sacrifices parents have made to further my education and to show them all due gratitude and respect.

1.4.8. Love and revere my God, country, and flag.

1.4.9. Take pride in wearing my AFJROTC uniform.

### **1.5. Four Pillars of Cadet Stability.**

1.5.1. Mental: Approaching life's challenges in a positive way by demonstrating self-control, stamina and good character with choices and actions; seeking help and offering help.

1.5.2. Physical: Performing and excelling in physical activities that require aerobic fitness, endurance, strength, flexibility and body composition derived through exercise, nutrition and training.

1.5.3. Social: Developing and maintaining trusted, valued friendships that are personally fulfilling and foster good communication, including exchange of ideas, views and experiences.

1.5.4. Spiritual: Strengthening a set of beliefs, principles or values that sustain an individual's sense of well-being and purpose. Spiritual fitness is about having a sense of purpose and meaning in your life. It's essential to an individual's resiliency as esprit de corps is vital to a unit's mission accomplishment. It includes but not limited to worldviews, religious faith, sense of purpose, sense of connectedness, values, ethics and morals.

### **1.6. Syllabus.**

1.6.1. General Information.

1.6.1.1. AFJROTC is a four-year program for high school students providing elective credit. All students will be given credit towards graduation for successful completion of the AFJROTC program per the Air Force School Agreement.

1.6.1.2. Curriculum includes Aerospace Science (AS), Leadership Education (LE) and Wellness. Each academic course must consist of an AS component (40% contact time), an LE component (40% contact time), and a Wellness component (20% contact time).

1.6.1.3. Cadets are classified in the following manner:

- AS I – First year cadet
- AS II – Second year cadet
- AS III – Third year cadet
- AS IV – Fourth year cadet

1.6.2. AFJROTC Objective. Educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the Air Force's core values of "Integrity First, Service Before Self and Excellence In All We Do."

1.6.3. This program will enable the students to:

1.6.3.1. Develop a high degree of strong morals, self-esteem, self-reliance, personal appearance, and leadership.

1.6.3.2. Adhere to the values of integrity, service, and excellence.

1.6.3.3. Increase their understanding of patriotism and responsibilities as US citizens.

1.6.3.4. Participate in community service activities.

1.6.3.5. Expand their skills of critical thinking and problem solving, communication and collaboration, and creativity and innovation.

1.6.3.6. Demonstrate military customs, courtesies, and traditions and develop habits of order, discipline, and social skills.

1.6.3.7. Acquire a broad-based knowledge of aerospace studies and leadership education.

1.6.3.8. Strive to graduate from high school and prepare for college and careers in the 21st century.

1.6.3.9. Cultivate a commitment to physical fitness and a healthy lifestyle.

#### 1.6.4. Uniform wear.

1.6.4.1. Blue uniform is worn each Monday, or the first day of school after a holiday, unless otherwise specified by the ASI.

1.6.4.2. Physical Training Gear (PTG) is worn each Friday, unless otherwise specified by the ASI.

1.6.4.3. Blue uniform must be worn properly throughout the school day unless the ASI authorizes you to remove it.

1.6.4.4. PTG is required to be worn only during the AFJROTC class period. Cadet must come to class in uniform, and cannot be tardy in order to change into the uniform. There are no accommodations for changing.

1.6.4.5. If excused absent on blue uniform wear day, make-up is on Thursday. If excused absent on uniform wear day and on Thursday's make-up day, you must wear the uniform on Friday (not the PTG). If the cadet is absent for the entire week, the cadet must coordinate with the SASI/ASI to schedule uniform make-up date.

1.6.4.6. Excuses such as "It is in the cleaners", "My parents won't pick them up from the cleaners", "I left them at a friend's/relative's house", etc. does not exempt cadets from the requirement to wear their uniforms on scheduled days.

1.6.4.7. If unable to wear the uniform due to a medical condition, a note from the doctor is required with limitations and date able to return to full uniform wear.

1.6.4.8. If you are at school and not in blue uniform on the designated uniform day, you will receive a zero on your blue uniform wear for the week. No excuses will be accepted.

1.6.4.9. If you change into or out of your blue uniform at school after being inspected, except for PE, you will receive a zero for the weekly blue uniform grade.

1.6.4.10. If you do not wear the specified uniform or are missing a key component of the uniform or you do not maintain a regulation hairstyle, you will automatically receive a score of zero on your uniform wear.

1.6.4.11. Failure to wear the uniform four times in a semester will result in disenrollment from JROTC.

1.6.4.12. See Chapter 5 – Uniform and Awards for complete Uniform Wear instructions.

#### 1.6.5. Wellness Program.

1.6.5.1. Official and integral part of the Air Force Junior ROTC program.

1.6.5.2. The objective is to motivate cadets to lead healthy, active lifestyles beyond program requirements and into their adult lives.

1.6.5.3. Cadets are required to participate in weekly Physical Training (PT) sessions normally conducted on Fridays.

1.6.5.4. Cadets can only be excused from PT with a note from a doctor that includes limitations and date able to return to participate in PT.

1.6.5.5. Each week two cadets will be assigned to lead the flight in PT.

1.6.5.6. Cadets take the Physical Fitness Test (PFT) at the end of the 1st and 2d semesters.

1.6.5.7. Wellness participation is 20% of each cadet's weekly Leadership grade; failure to participate will result in points being deducted.

#### 1.6.6. Credit Hours.

1.6.6.1. AS I cadets will receive 5 hours elective credit per semester

1.6.6.2. AS II, III and IV cadets will receive 5 hours elective credit for the 1st semester and 5 hours of physical education credit OR 5 hours of elective credit for the 2nd semester. Counseling will determine the type of credit received based on each student's graduation requirements and goals.

### 1.7. Aerospace Science I (AFJROTC I).

*Prerequisite: None*

#### 1.7.1. Required Text and Materials:

- Leadership Education 100: Traditions, Wellness, and Foundations of Citizenship
  - Chapter 1: Introduction to JROTC Programs
  - Chapter 2: Personal Behavior
  - Chapter 3: Be Health Smart
  - Chapter 4: Making Safe, Drug-Free Decisions
  - Chapter 5: The Foundations of United States Citizenship
- Drill and Ceremonies; AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
  - Chapters 1 – 4
- Aerospace Science 100: Milestones in Aviation History
  - Chapter 1: Exploring Flight
  - Chapter 2: Developing Flight
  - Chapter 3: The Evolution of Early Air Force
  - Chapter 4: Commercial and General Aviation Take Off
  - Chapter 5: The US Air Force Is Born
  - Chapter 6: The Modern Air Force
- Student Handouts

- Selected Video Tapes
- Cadet Guide

### 1.7.2. Course Description.

1.7.2.1. Leadership Education 100 introduces cadets to history, organization, mission, traditions, goals, and objectives of JROTC for all services. It introduces key military customs and courtesies, how to project a positive attitude, and exam the principles of ethical and moral behavior. It provides strategies for effective note taking and study skills for academic success. Lessons will cover how to be emotionally, mentally, and physically healthy. Avoiding and preventing violence in today's society will also be covered. It will cover healthy living, physical fitness, and how to make safe, drug-free, and responsible decisions. This textbook will also examine the negative effects of air and water pollution, and how to help keep the environment safe. Cadets will be introduced to civics and our national government, including a historical understanding of the American flag and other important national symbols. The final chapter will also cover how the US Constitution protects our rights and freedoms as American citizens.

1.7.2.2. Aerospace Science 100 is an aviation history course focusing on the development of flight throughout the centuries. It starts with ancient civilizations, then progresses through time to future developments in aerospace, with an introduction into cyber technologies. The intent of this textbook is to bring alive the significant discoveries in flight a reality. This book tells the story of why we are so proud of our Air Force heritage—laying the foundation for future Air Force JROTC aerospace science courses.

### 1.7.3. Course Objectives:

#### 1.7.3.1. Leadership Education 100

- Analyze the heritage, organization, and tradition of service programs
- Analyze the benefits of positive personal behavior
- Evaluate healthy living through physical activity and good nutrition
- Apply safe, drug-free decisions
- Analyze the importance of citizenship in the United States

#### 1.7.3.2. Aerospace Science 100

- Describe historical facts and impacts of the early attempts of heavier-than-air flight
- Analyze the impact World War I aviation had on commercial aviation
- Examine the role aerial bombing had on the outcome of World War II
- Investigate the impact commercial jet aviation has had on US travel
- Analyze the lessons learned from global use of US airpower
- Evaluate developing technology that will affect the US Air Force of the future

## 1.8. Aerospace Science II/III (AFJROTC II/III).

This is a blended course and includes both AS II and AS III cadets. *Prerequisites: C in Aerospace Science I; B in Aerospace Science II*

### 1.8.1. Required Text and Materials:

- Leadership Education 300: Life Skills and Career Opportunities, 2<sup>nd</sup> Edition
  - Chapter 1: Charting Your Financial Course
  - Chapter 2: Managing Your Resources
  - Chapter 3: Career Opportunities
  - Chapter 4: Aiming Towards a College Degree
  - Chapter 5: Charting Your Course
  - Chapter 6: Applying for Jobs

- Chapter 7: Working for the Federal Government
- Chapter 8: Developing Your Career Skills
- Drill and Ceremonies; AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
  - Chapters 1 – 8
- Aerospace Science 300: Exploring Space: The High Frontier, 2<sup>nd</sup> Edition
  - Chapter 1: The History of Astronomy
  - Chapter 2: The Solar System
  - Chapter 3: Space Exploration
  - Chapter 4: Space Program
  - Chapter 5: Space Stations and Beyond
  - Chapter 6: Space Probes and Robotics
  - Chapter 7: Orbiting, Space Travel, and Rockets
  - Chapter 8: Cyber Security
- Student Handouts
- Selected Video Tapes
- Cadet Guide

### 1.8.2. Course Description.

1.8.2.1. Leadership Education 300 is designed to prepare students for life after high school. Students will learn how to save, invest, and spend money wisely, as well as how to avoid credit traps. They learn about real-life issues such as contracts, leases, personal bills, money-saving strategies. Students learn how to select a school that is right for them; how to apply for admission to a vocational or technical school, community college, or college/university. Information is provided on how to conduct the job search for students who wish to enter the workforce right after high school or after additional education and training.

1.8.2.2. Aerospace Science 300 course provides students with the latest information on exploring space and an introduction to cybersecurity and technology. Begins with early astronomy and the basic interest in the universe from the Greeks through the Renaissance and Enlightenment ages. Students will be provided an in-depth view of the solar system, including Earth, the Sun, the Moon, and planets. The text also discusses the history of space travel and more modern space probes and robotics. Students will examine the effects of space on the human body. The text also investigates the history of rockets, launch vehicles, and the coordinated systems required for a successful launch into space.

### 1.8.3. Course Objectives.

1.8.3.1. Leadership Education 300 Analyze the elements of successful financial management skills.

- Create a plan to safeguard personal resources.
- Analyze the different ways of pursuing a career path.
- Analyze the requirements for applying to a college or university.
- Analyze positive and negative impact of college life in meeting career goals.
- Evaluate the essential process for successfully pursuing desired career or job.
- Evaluate the benefits of working for the Federal Government.
- Create a plan for successful career development.

1.8.3.2. Aerospace Science 300

- Explain the history of astronomy throughout time.
- Analyze the various elements of the solar system.

- Investigate the components of space exploration and the current strategic plan for space exploration.
- Analyze past space programs and the effect of space on the human body.
- Examine the history of space exploration and the future of space travel.
- Discuss the role of space probes and robotics in space exploration.
- Evaluate the science and technology required for space travel.
- Analyze the concept of cyber security and methods for staying safe online.

## **1.9. Aerospace Science IV (AFJROTC IV).**

*Prerequisite: B in Aerospace Science III*

### 1.9.1. Required Text and Materials:

- Leadership Education 400: Principles of Management
  - Unit 1: Introduction to Management
  - Unit 2: Planning
  - Unit 3: Organizing
  - Unit 4: Leading
- Drill and Ceremonies; AF Manual 36-2203, Personnel Drill and Ceremonies, V-2627
  - Chapters 7 – 8
- National Endowment for Financial Education (NEFE) High School Financial Planning Program (HSFPP)® student guide
- Aerospace Science 400 (no text required)
- Student Handouts
- Selected Video Tapes
- Cadet Guide

### 1.9.2. Course Description.

1.9.2.1. Leadership Education 400 guides the cadet in understanding the fundamentals of management. Emphasis is placed on allowing the student to see himself/herself as a manager. Every organization, regardless of size, faces the challenge of managing operations effectively. No matter how well a manager carries out his or her job, there are always ways of doing at least part of the task more effectively. There are four building blocks of leadership considered from the military and civilian perspective. Attention to these four areas will form a strong foundation for a capability to lead others – something that can be very valuable for the rest of the cadet’s life. The four areas are Management Techniques, Management Decisions, Management Functions, and Managing Self and Others.

1.9.2.2. The NEFE HSFPG ® is a financial planning program designed for the 11th and 12th grade levels and focuses on basic personal finance skills for the young adult to lay a solid foundation for financial independence and future financial decisions. Students will build confidence, apply practical skills, and exhibit sensible behaviors related to money management.

1.9.2.3. Aerospace Science 400 allows upper class cadets to manage the entire corps under AFJROTC instructor supervision. This hands-on experience affords cadets the opportunity to put theories of previous leadership courses into practice. Planning, organizing, coordinating, directing, controlling, and decision-making will be done by cadets under the supervision of AFJROTC instructors. They will put into practice their communication, decision-making, personal-interaction, managerial, and organizational skills.

### 1.9.3. Course Objectives and Goals.

#### 1.9.3.1. Leadership Education 400

- Know the history and the importance of management
- Know the techniques and skills involved in planning and decision making
- Know the importance of managing change, stress, and innovation
- Know the key elements of individual and group behavior, the importance of the communication process, and the characteristics of a good leader

#### 1.9.3.2. NEFE High School Financial Planning Program ®

- Build confidence to make financial decisions related to managing personal financial resources, building earning capacity, protecting assets, and adapting to unexpected events
- Apply sound foundational financial decision making principles immediately after completing the program and in the future
- Exhibit mindful money management behaviors that will be of immediate and future benefit to themselves and their families

#### 1.9.3.3. Aerospace Science 400

- Apply the theories and techniques learned in previous leadership courses
- Analyze how to develop leadership and management competency through participation
- Analyze strengthened organizational skills through active incorporation
- Evaluate how to develop confidence in ability by exercising decision-making skills
- Evaluate Air Force standards, discipline, and conduct

## 1.10. Applicable to all Aerospace Science Courses (AFJROTC I – IV).

### 1.10.1. Course Descriptions.

1.10.1.1. Drill and Ceremonies provides an in-depth introduction to drill and ceremonies. The course concentrates on the elements of military drill, and describes individual and group precision movements, procedures for saluting, drill, ceremonies, reviews, parades, and development of the command voice. Students are provided detailed instruction on ceremonial performances and protocol for civilian and military events and have the opportunity to personally learn drill. Though each class will follow an established lesson plan, most of the work is to be hands-on.

1.10.1.2. The Cadet Health and Wellness Program is an exercise program focused upon individual base line improvements with the goal of achieving a national standard as calculated with age and gender. Wellness is instrumental in developing citizens of character dedicated to serving our nation and communities. The program is provided as a tool to help you develop individualized training programs for your cadets. The Wellness Program is a 36-week program modifiable to meet individual goals. Cadets will participate in weekly Physical Training (PT) sessions with cadets taking the Physical Fitness Test (PFT) within 45 days of school start and comparing results to the PFT taken within the last 30 days of school.

### 1.10.2. Course Objectives.

#### 1.10.2.1. Drill and Ceremonies

- Know the importance of drill and ceremonies
- Know basic commands and characteristics of the command voice
- Apply and execute the concepts and principles of basic drill positions and movements
- Know when and how to salute
- Apply the principles and procedures of drill movements used with smaller units to the movement of a squadron



- Know the function of the group and the wing
- Know how groups and wings are formed
- Know the purpose and definition of ceremonies and parades

#### 1.10.2.2. Cadet Health and Wellness Program

- Motivate JROTC cadets to lead active, healthy lifestyles beyond program requirements and into their adult lives
- Create an individualized training program based on national standards by age and gender
- Identify areas of improvements for each cadet
- Incorporate a physical training program to reach goals

### 1.11. Grading Procedures.

1.11.1. Grading Scale. Grades are based on the percentage of your total grade (Academic and Leadership grades combined) and derived from the following percentage-grade scale:

97 & Above = A+	74-76.9 = C
94-96.9 = A	70-73.9 = C-
90-93.9 = A-	67-69.9 = D+
87-89.9 = B+	64-66.9 = D
84-86.9 = B	60-63.9 = D-
80-83.9 = B-	59.9 & Below = F
77-79.9 = C+	

#### 1.11.2. Leadership Grade.

1.11.2.1. 40% for AS Is, AS IIs, and AS IIIs; 25% for AS IVs.

1.11.2.2. Based on uniform wear, dress and personal appearance, classroom conduct/behavior, and physical training performance.

1.11.2.3. Negative grades can be given. For example, not wearing your blue uniform and PTG for a week, along with demerits for classroom conduct and behavior, could result in a negative grade.

1.11.2.4. All cadets wear the blue uniform one-day a week and PTG one class period a week.

1.11.2.5. Cadet Guide: All Cadet Guides remain in the classroom. Classroom sets cannot be written in. Individual copies can be downloaded from our website or be made available on a case-by-case basis.

#### 1.11.3. Academic Grade.

1.11.3.1. 60% for AS Is, AS IIs, and AS IIIs; 75% for AS IVs.

1.11.3.2. Based on homework, tests and evaluations on related course work.

1.11.3.3. Academic grading for AS IVs includes the following:

1.11.3.3.1. 25% for Job Evaluations/Performance.

1.11.3.3.2. 25% for Event Planning.

1.11.3.3.3. 25% for homework and tests on related course work.

1.11.3.3.4. All AS IIs and AS IIIs are required to perform at least one class Color Guards per semester as part of their Academic grade (e.g. Football, Basketball, Veterans' Hall). AS IVs may be used to perform Color Guards when needed,

1.11.4. Homework/Test policy.

1.11.4.1. All homework is due at the beginning of the class period on due date.

1.11.4.2. If a cadet is absent when homework is due and the absence has been excused in accordance with school policy, the homework is due no later than the end of the first school day upon return.

1.11.4.3. For any other missed class work to include exams, the cadet has until the end of the third school day after return to make it up. You can make up tests during lunch and after school.

1.11.4.4. It is the cadet's responsibility to make up any work and to request missed work from the instructor(s) on the first day of return.

1.11.5. Flight Drill Evaluation.

1.11.5.1. Each semester, cadets are evaluated on their ability to drill a flight of cadets using a regulation drill sequence.

1.11.5.2. Grading criteria are based on your ability to call the commands in sequence, your command voice, and your flight control.

1.11.5.3. AS I, II, and III cadets are evaluated on the 30 Step Drill Sequence (Attachment III); AS IV cadets are evaluated on the 50 Step Drill Sequence (Attachment IV).

1.11.6. Event Planning Folder (AS IVs and select ASIII's and II's).

1.11.6.1. Build an Event Planning Folder (6-part folder) with the following tabs:

- Tab A Copy of previous year's Before and After Action Report
- Tab B Current Before Action or After Action Report
- Tab C Request Forms
- Tab D Permission Slips
- Tab E Participation List
- Tab F Miscellaneous

1.11.6.1.1 Access "**Staff**" folder on server. Go to **Events**, then **Sample Events**, then **(A) Before Starting an Event**. Open and print copy to have directions available.

1.11.6.1.2 Event Folders, built or new, are located in the Storage Room cabinet.

1.11.6.2. When planning a cadet corps activity or project, the planning committee will:

1.11.6.2.1. Schedule a meeting with the Command Chief/Executive Officer (CCC/CCE) who will serve as an advisor for the event.

1.11.6.2.2. Accomplish a Before Action and After Action Report (AFIMT 1768).

#### 1.11.6.2.2.1. Before Action Report

1.11.6.2.2.1.1. Due to the CCC/CCE two months prior to event.

1.11.6.2.2.1.2. CCC/CCE has one day to review; Group CC has one day to review and forward to ASI/SASI.

#### 1.11.6.2.3.2. After Action Report

1.11.6.2.3.2.1. Due to the CCC/CCE no later than three working days after the activity.

1.11.6.2.3.2.2. CCC/CCE has one day to review; Group CC has one day to review.

1.11.6.2.3.2.3. Report should be given to ASI/SASI no later than five working days after the activity or project has concluded.

1.11.6.2.4. SASI will give all cadets assigned to the project a grade in accordance with the Event Planning Rubric (provided in the Event Folder and on Vanden AFJROTC website).

## CHAPTER 2 – CORPS OPERATIONS

### 2.1. Conduct.

#### 2.1.1. Lying.

2.1.1.1. Lying is making a statement that is intended to be deceiving or misleading.

2.1.1.2. A lie may be an oral or a written statement, or even committing an act, which, is purposely misleading or deceiving.

#### 2.1.2. Stealing.

2.1.2.1. Stealing is defined as intentionally depriving someone else of his/her property without his/her consent.

2.1.2.2. If something is not yours, you should not take it without the consent of the owner.

#### 2.1.3. Cheating.

2.1.3.1. Cheating is defined as acting dishonestly or unfairly in order to gain an advantage.

2.1.3.2. Examples include:

2.1.3.2.1. Competition. During your association with AFJROTC, you will be in constant competition with other cadets (e.g. flight competitions, rank, models, etc). Competition is one of the most important aspects of the Squadron training programs. The result of competition will affect your progress through the cadet program. It is expected therefore that you will compete fairly with your fellow cadets. Cheating is not confined to any single area - it applies to your whole life as a cadet.

2.1.3.2.2. Work for credit. In general, any work done for credit must be done without another cadet's help unless the instructor specifically authorizes such help. The instructor accepts the work with the idea that you have done it yourself.

### 2.2. Classroom Rules.

You must abide by the following rules when in the AFJROTC classroom and area:

2.2.1. Always use “Yes Sir” “No Sir” and “Yes Ma’am” “No Ma’am” or by their rank when addressing an instructor, a guest, or reporting to a cadet officer of higher rank when in/out of uniform or in formation.

2.2.2. Non-JROTC students are not permitted to enter the JROTC classroom unless they have permission from the SASI/ASI.

2.2.3. Cadets cannot gather outside the JROTC classroom during lunch.

2.2.4. AFJROTC Classroom is a “NO CELL ZONE” including before, during, and after school. Cell Phones and ear buds must be **stowed** before entering the classroom. Stowed is off or silent mode in your backpack in the classroom.

2.2.5. Do not eat any type of food, candy, mints, cough drops, or chew gum, or drink any type of beverages in the classroom, drill pad, physical training areas or office areas at any time. Clear see through water bottles WITH PURE WATER ONLY are acceptable. Flavored waters are NOT allowed (e.g. Propel, vitamin water, etc).

2.2.6. You must store and secure book bags as directed by the SASI or ASI.

2.2.7. Do not sleep or put your head down on the desk unless authorized by instructor.

2.2.8. Do not be loud, disruptive, or participate in any form of "horseplay" or play games in the classroom (e.g. board games, card games, etc).

2.2.9. Do not enter the instructor's office or use telephones without permission.

2.2.10. Come to class prepared. Cadets will bring notebooks, pencil(s), pen(s) with black or blue ink, for assignments as directed by SASI/ASI.

2.2.11. Do not be disrespectful, inconsiderate, threatening, or use vulgarity towards teachers, visitors, or other students.

2.2.12. All forms of headgear and sunglasses are not authorized for wear in the JROTC classroom.

2.2.13. Do not write on or deface AFJROTC property.

2.2.14. Do not write on the whiteboards, podium, or anything that is not yours unless given permission.

2.2.15. Do not engage in public display of affection (PDA) on campus. This applies whether in or out of uniform. Remember, when in uniform, you are representing the US Air Force.

2.2.16. Follow the school's dress code.

2.2.17. Always sit in your assigned seat unless otherwise instructed.

2.2.18. The room is called to attention each time the instructors or designated personnel enter the classroom unless class is in session or there is a scheduled meeting in progress.

2.2.19. Do not enter Male/Female Logistics without permission from Logistics staff or SASI/ASI.

### **2.3. Tardy Policy.**

2.3.1. Tardies will not be tolerated in AFJROTC.

2.3.2. You are penalized for any unexcused tardies. Each infraction is a 30 point loss per tardy from your weekly Leadership grade.

### **2.4. Disciplinary Action.**

2.4.1. Poor classroom behavior affects your Leadership grade and restricts your participation in AFJROTC activities. If you are disruptive in class or fail to do what is expected, disciplinary action will be taken.

2.4.2. Progressive Discipline Procedures. Any of the following may occur in any order:

2.4.2.1. Verbal warning. Cadet will be informed by superior for neglect of duty. Points will be deducted accordingly for violating classroom rules.

2.4.2.2. Letter of Admonishment (LOA). A letter that informs the cadet that their superior is aware of their dereliction of duty; mild form of warning.

2.4.2.3. Letter of Reprimand (LOR). Next step of LOA, a more severe punishment.

2.4.2.4. Referral to a Board of Inquiry (BOI).

2.4.3. Depending on the severity of the violation, you will be referred to the School Administration and your parents/guardian are contacted and notified of your behavior.

## **2.5. Board of Inquiry (BOI) Procedures.**

2.5.1. BOI will be convened any time information is required or a cadet's actions require disciplinary action outside of normal chain of command procedures.

2.5.2. The Cadet Group Commander will be in charge of the BOI.

2.5.3. As a minimum, two other members of the board will include a Squadron Commander, and the Command Chief/Executive Officer. Other members of the staff will be present as designated by the Cadet Group Commander.

2.5.4. The Cadet Group Commander will inform cadets in writing of the time, place and purpose of the BOI.

2.5.5. The board will present its case, and the cadet summoned will be given the opportunity to make a statement. One advocate for the cadet may also be present to observe, or offer information.

2.5.6. Upon dismissal, no discussion of the BOI will take place until the results are approved by SASI for release.

2.5.7. The SASI/ASI will act as the final authority for all disciplinary actions resulting from a Board of Inquiry.

## **2.6. AFJROTC Disenrollment Policy.**

2.6.1. All enrollment and disenrollment decisions will be free from any discrimination regarding race, religion, color, ethnicity, gender or national origin.

2.6.2. The Principal and SASI will ensure appropriate fitness of cadets to successfully participate in the AFJROTC Curriculum.

2.6.3. Cadets may be disenrolled at any time during the academic year with proper cause. This should be a last resort, preceded by substantiated documentation, parent/teacher conference and corrective counseling.

2.6.4. A student may be disenrolled for:

2.6.4.1. Failure to maintain acceptable standards (e.g. behavior, uniform wear, and grooming).

2.6.4.2. Inaptitude or indifference to training.

2.6.4.3. Disciplinary reasons.

2.6.4.4. Negative influence on morale and discipline of the unit.

2.6.4.5. Any other reason deemed appropriate by the SASI and the principal.

## **2.7. Hazing.**

2.7.1. All forms of hazing, whether verbal or physical, will not be tolerated in the AFJROTC classroom or during any AFJROTC activities on or off campus.

2.7.2. Requiring cadets to perform any physical action as a reprimand, punishment, or for failure to perform, will not be tolerated during any AFJROTC activities.

2.7.3. Examples of prohibited physical activities include, but are not limited to push ups, running laps, or any inappropriate physical contact such as shoving, pulling or grabbing.

2.7.4. Any form of verbal abuse, teasing, public rebuke or any attempt to otherwise humiliate a cadet is prohibited.

2.7.5. This prohibition is applicable to all AFJROTC unit activities including instructors, cadets and any personnel involved with or participating in an AFJROTC unit or activity.

2.7.6. Unauthorized Clubs. No unit may encourage, facilitate, or otherwise condone secret societies or private clubs as part of the AFJROTC program.

## **2.8. Cadet Communication.**

2.8.1. All cadets and parents/guardians are highly encouraged to sign up for the reminders through the Remind.com system by texting @vandenaf to 81010.

2.8.2. All cadets will review Google Classroom and the cadet bulletin boards daily.

2.8.3. Cadets assigned to a leadership position will also check their distribution box and distribute information as directed.

2.8.4. Cadet meetings.

2.8.4.1. All cadet meetings should be scheduled one week in advance if possible.

2.8.4.2. The cadet conducting the meeting must fill out a Bulletin Request Form and notify the Command Chief/Executive Officer (CCC/CCE) with the meeting date, time, location, who must attend, and a brief description of the meeting.

2.8.4.3. All meetings must be approved for scheduling time by CCC/CCE and must be put in a bulletin only after approval. Meetings must be scheduled at least three days in advance

2.8.4.4. For emergency or Friday meetings, the cadet must obtain permission from the SASI or ASI to schedule the meeting.

2.8.5. Informal group chats and messaging to conduct JROTC business are prohibited. If using text/emails to conduct JROTC business, cadets will conduct themselves with the utmost professionalism.

**2.9. AFJROTC Computers.**

2.9.1. Computers are for JROTC Cadets to accomplish any JROTC duties.

2.9.2. Once done with using computer, LOG OFF. Failure to log off will result in a loss of 75 Leadership points.

2.9.3. AS Is and IIs can only access identified AFJROTC computers.

**2.10. STAFF Server.**

2.10.1 ASIV's and select ASIII's and ASII's will be given access to the STAFF Server to accomplish Event Folders, Corps Jobs, and Misc work.

2.10.2 Username: CA20011STAFF (lower or uppercase) Password: Instructors will provide.

2.10.3. When accessing STAFF files on outside of the AFJROTC classroom ensure complete logout. Any cadet found not logging out STAFF outside of the AFJROTC classroom will automatically lose one rank.

2.10.4. Do not move or delete any files without concurrence from the SASI or ASI.

**2.11. WINGS.**

2.11.1. WINGS is Headquarters AFJROTC's online cadet and unit management system.

2.11.2. Only instructors and select AS III and IV cadets have access to WINGS.

2.11.2.1. Instructors will provide the cadets with WINGS Cadet Portal access printout of the WINGS instructions.

2.11.2.2. Complete WINGS Cadet Portal instructions are located on STAFF in the "WINGS-Cadet Portal User Guide" folder.

2.11.3. WINGS is used to maintain cadet records to include parent consent forms, rank, awards, curriculum enrollment, event participation, community service hours, physical fitness test completion, and uniform tracking/issuance.

**2.12. Certificate of Completion and Training.**

2.12.1. Cadets will be awarded an AF Form 1256, Certificate of Training, for successful completion of two academic program years of AFJROTC with SASI concurrence.

2.12.2. AFJROTC Form 310, AFJROTC Certificate of Completion, will be awarded to all cadets for successful completion of three academic program years of AFJROTC with SASI concurrence.

2.12.3. An updated AFJROTC Form 310, AFJROTC Certificate of Completion will be issued upon successful completion of four academic program years.

2.12.4. The SASI will review the cadet's entire enrollment to determine if a Certificate of Training/Completion is to be awarded.

2.12.5. Cadets are responsible for maintaining a copy of their certificates.



**2.13. Advanced Enlistment.**

- 2.13.1. In accordance with DODI 1205.13, JROTC cadets may be eligible for enlistment at a higher grade.
- 2.13.2. Cadets should contact a recruiter for specific information on each Military Services' policies.

**2.14. ROTC Course Credit.**

- 2.14.1. A student completing at least two years of JROTC may be entitled to credit in the Senior ROTC program. See AFJROTC Instruction 36-2011, Cadet Operations, for specifics.
- 2.14.2. ROTC scholarships are Senior ROTC controlled.

**2.15. Military Service Academy Nominations.**

- 2.15.1. U.S. Code Title 10 sets aside up to 20 nominations per Service Academy for "honor graduates of JROTC honor schools."
- 2.15.2. If the Cadet Group receives the Distinguished Unit Award, the SASI may nominate up to 5 cadets for a nomination per Service Academy per year the award was received.

**2.16. Reserve Cadet Program.**

- 2.16.1. The purpose of the Reserve Cadet Program is to allow certain cadets who are unable to fit the normal Aerospace Science class in their schedule the opportunity to participate in AFJROTC Leadership Development Requirement activities.
- 2.16.2. This program is voluntary for cadets who were previously enrolled in Aerospace Science for at least two semesters. The program offers no school academic credit nor does time in Reserve status count toward the Certificates of Training or Completion.
- 2.16.3. Requirements.
  - 2.16.3.1. Cadet must have completed at least two semesters of Aerospace Science and received an A- or higher each semester.
  - 2.16.3.2. Provide written approval from parent/guardian and agree to follow the program's guidelines.
  - 2.16.3.3. Participate in any fundraising project while in the program.
    - 2.16.3.3.1. Instructors will inform cadets of current or projected fundraising opportunities.
  - 2.16.3.4. Maintain one set of issued service uniform.
  - 2.16.3.5. Wear the uniform on all required uniform wear days. Failure to wear the uniform two or more times during a semester voids the cadet's reserve status. It is the cadet's responsibility to present themselves to an instructor each week for inspection.
  - 2.16.3.6. Be attached/assigned to a current flight for formations and any Leadership Development Requirement activities.

- 2.16.3.7. Take all promotion tests.
- 2.16.3.8. Attend all mandatory formations and meetings including Color Guards.
- 2.16.3.9. Reserve AS III and IV cadets must hold a position in the Corps, participate in Color Guards, and complete event planning assignment.
- 2.16.3.10. Turn in all uniform items dry-cleaned at the end of the year/semester.

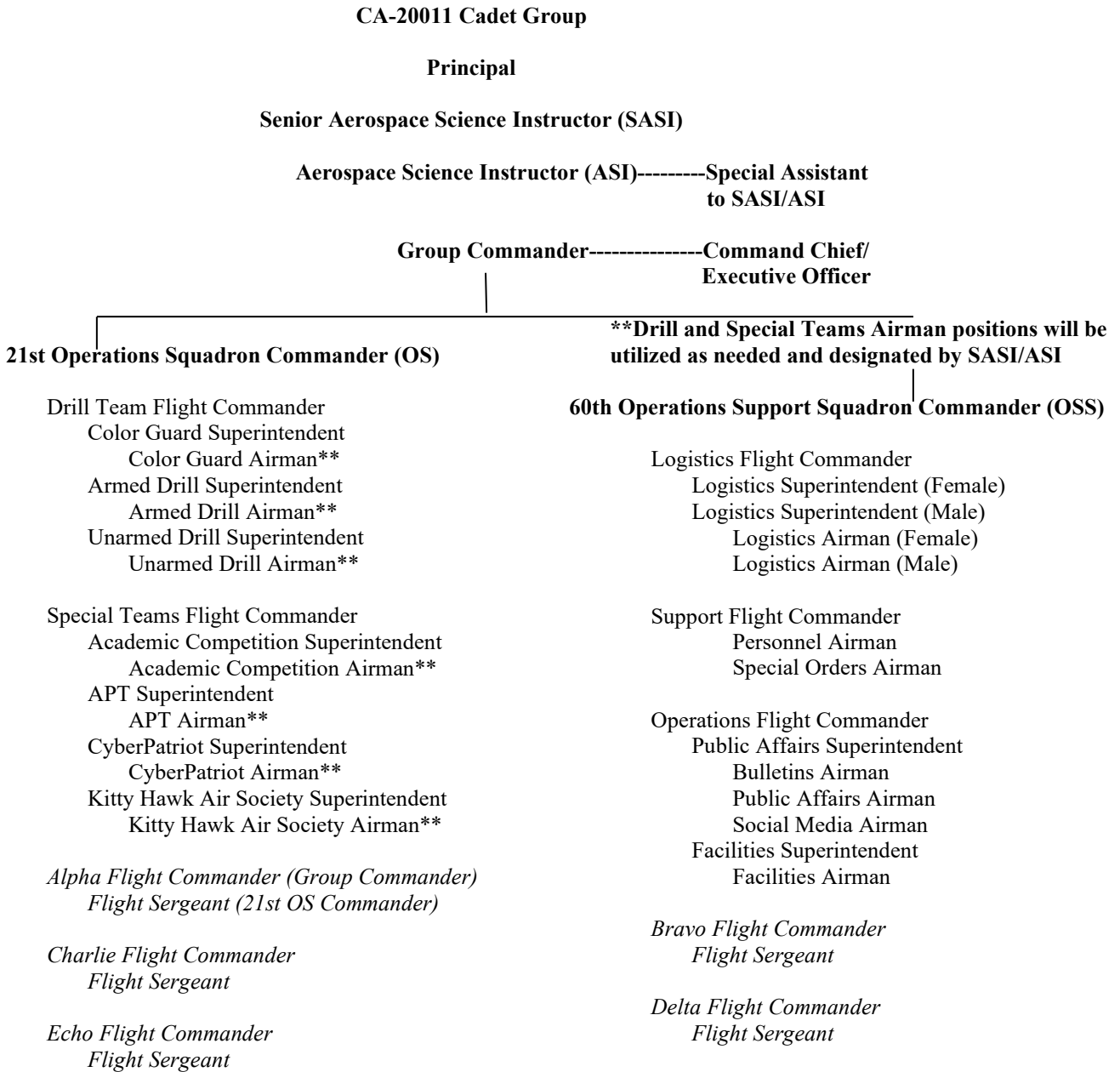
## CHAPTER 3 – CORPS ORGANIZATION

### 3.1. General.

Management of the cadet corps is an integral part of the AFJROTC program. Cadets assigned to leadership positions in an established organizational command structure conduct this management. These cadets are assigned specific tasks and responsibilities that are necessary for the cadet corps to successfully function and carry out its objectives.

### 3.2. Organizational Chart

California 20011 (CA-20011) cadet corps is organized as a Group as illustrated below:



### 3.3. Job Description.

The following are job responsibilities for positions in the CA-20011 Cadet Group:

3.3.1. Cadet Group Commander (GP/CC) is responsible for:

- Command and management of the group
- Commanding the group in mass formations
- Overseeing all group activities
- Holding staff meetings as necessary
- Reviewing Staff Summary Reports
- Chairing the Board of Inquiry
- Recommending cadets for promotions, jobs, and awards
- Assisting the SASI/ASI as needed
- Serving as Commander of Alpha Flight
- Consolidating and preparing no-show letter; placing letter in ASI folder on AFJROTC Staff

3.3.2. Group Command Chief/Executive Officer (CCC or CCE) is responsible for:

- Assign event POCs. Ensure all needs are met and work is progressing/accomplished on time
- Ensuring event folders are reviewed at each level within a timely manner
- Maintaining the classroom's upcoming events calendar to ensure no meetings conflict
- Inputting events in WINGS at least 2 weeks prior to the event start date
- Inputting event rosters in WINGS; updating roster within 5 days of event completion
- Notifying SASI/ASI when WINGS events are completed and ready for close-out
- Providing information to the Operations Flight Commander for input in the bulletin or posting on the JROTC website/social media
- Scheduling and maintaining list for Class Color Guards
- Attending/monitoring Boards of Inquiry
- Verify copies of work schedules are available and met
- Organize and supervise cadet mentorship/sponsorship program for new cadets
- Command and management of the Health and Wellness Program
- Planning and training flight leadership on stretching and exercises
- Submitting weekly in class flight workout to SASI/ASI no later than first day of week
- Tracking and scheduling Physical Fitness Test each semester
- Holding after school physical training sessions (if interest exists)
- Maintaining athletics safety bulletin board

3.3.3. 21st Operations Squadron Commander (21 OS/CC) is responsible for:

- Assuming duties as Cadet Group Commander in his/her absence
- Command and management of the squadron
- Commanding the squadron in mass formations
- Inspecting and monitoring 21st Squadron activities and events
- Holding quarterly inspections within 21st Squadron (Alpha/Charlie/Echo)
- Ensuring all standards are met within the squadron
- Providing schedule of competitions, events and training to the SASI/ASI
- Assisting the Group Commander, SASI/ASI as needed
- Serving as Alpha Flight Sergeant
- Tracking Work "No- Shows" for squadron personnel; providing a list to the GP/CC weekly
- Tracking each team's six-week plan

3.3.4. Drill Team Commander (DT/CC) is responsible for:

- Command and management of the Color Guard, Armed, and Unarmed Drill Teams
- Coordinating with other teams in creating a working training schedule
- Providing schedule of events to the SASI no later than fourth week of term
- Providing training schedule to ASI no later than fourth week of term
- Coordinating with SASI/ASI ensuring all members are in good academic standing prior to team approval
- Approving the competition teams 2 weeks prior to each competition
- Serving as the project officer of all drill team performances unless otherwise specified
- Ensuring superintendents track performance for drill team ribbons and cords
- Ensuring superintendents maintain and keep an inventory of all supplies
- Ensuring SF 702 is used for rifle sign-in/out
- Presenting a weekly sign-in sheet to the 21 SQ/CC. This includes a schedule of Drill Team events

3.3.5. Color Guard Superintendent (CGS) is responsible for:

- Command and management of the Color Guard
- Serve as Drill Team Commander in his/her absence (at discretion of SASI)
- Coordinating with other teams and the Drill Team Commander in creating a working training schedule
- Providing training schedule to Drill Team Commander no later than fourth week of term
- Maintaining and keeping an inventory of all supplies
- Training all members in color guard routines/procedures
- Selecting the competition teams 2 weeks prior to each competition
- Serving as the project officer of all color guard performances unless otherwise specified
- Ensuring replicas are only used with adult supervision
- Maintaining accurate records for awarding ribbons, cords and letters
- Preparing SF 702 monthly

3.3.6. Armed Drill Superintendent (ADS) is responsible for:

- Command and management of Armed Drill
- Serve as Drill Team Commander in his/her absence (at discretion of SASI)
- Coordinating with other teams and Drill Team Commander to create a working training schedule
- Providing training schedule to Drill Team Commander no later than fourth week of term
- Maintaining proper working condition and presentable appearance of replicas
- Ensuring that replicas are only used with adult supervision
- Maintaining an inventory of all armory supplies
- Training all team members in armed drill and ceremonies
- Selecting the competition teams 2 weeks prior to each competition
- Creating an exhibition routine
- Maintaining accurate records for awarding ribbons, cords and letters
- Preparing SF 702 monthly

3.3.7. Unarmed Drill Superintendent (UDS) is responsible for:

- Command and management of Unarmed Drill
- Serve as Drill Team Commander in his/her absence (at discretion of SASI)
- Coordinating with other teams and Drill Team Commander to create a working training schedule
- Providing training schedule to Drill Team Commander no later than fourth week of term

- Maintaining an inventory of all supplies
- Training all team members in unarmed drill and ceremonies
- Selecting the competition teams 2 weeks prior to each competition
- Creating an exhibition routine
- Maintaining accurate records for awarding ribbons, cords and letters

3.3.8. Special Teams Flight Commander (ST/CC) is responsible for:

- Ensuring APT, Academic Competition, CyberPatriot and KHAS teams are adequately supplied
- Ensuring that APT, Academic Competition, CyperPatriot, and KHAS meetings do not conflict
- Presenting a weekly sign-in sheet to the 21 SQ/CC
- Coordinating dates/times for competitions and KHAS community services events with SASI/ASI
- Tracking permission slips for competitions and events (if required)
- Providing SASI/ASI with team's six-week training plans
- Verifying APT coordination for school visits
- Ensuring KHAS coordinates quarterly community service events
- Attending team practices at least once a month
- Ensuring additional activities and training once competition rounds are complete

3.3.9. Academic Competition Superintendent (ACS) is responsible for:

- Command and management of team
- Coordinating with other teams to create a working training schedule
- Verifying JLAB competition dates and rules on the JLAB website
- Registering for JLAB competition online
- Providing schedule of competitions and training to the Special Teams Flight Commander no later than fourth week of term
- Selecting a competition team 2 weeks prior to any events
- Creating relevant study material
- Tracking performance for earning badges/ribbons
- Coordinating additional activities and training once competition rounds are complete

3.3.10. Academic Competition Airman (ACA) is responsible for:

- Serving as Academic Competition Superintendent in his/her absence
- Maintaining a record of attendance to meetings and events
- Providing information to Public Affairs as necessary
- Assisting the Academic Competition Superintendent as needed

3.3.11. APT Superintendent (APTS) is responsible for:

- Command and management of APT Team
- Preparing presentations for recruiting, bullying awareness, Red Ribbon Week, and Program Preview
- Coordinating APT and recruiting visits with school administrations
- Presenting drug and bullying awareness to elementary and middle school students
- Providing information about JROTC to middle and high school students

- Coordinating with elementary and middle schools to select mutually convenient dates for presentations; provide proposed schedule to Special Teams Flight Commander and SASI/ASI at least two weeks prior to event
- Coordinating with classroom flight commanders to ensure that all members are in good academic standing
- Teaching cadets public speaking skills

3.3.12. APT Airman (APTA) is responsible for:

- Serving as APT Superintendent in his/her absence
- Keeping records of attendance at meetings and activities
- Providing information to Public Affairs as needed
- Assisting APT Superintendent as needed

3.3.13. CyberPatriot Superintendent (CPS) is responsible for:

- Command and management of the CP team
- Verifying CyberPatriot competition dates and rules on the CyberPatriot website
- Providing SASI/ASI number of teams and names for registration
- Providing schedule of competitions and training to the Special Teams Flight Commander no later than fourth week of term
- Referencing CyberPatriot website and other sources to create relevant study material
- Tracking performance for earning badges/ribbons
- Maintaining security of all passwords
- Coordinating additional activities and training once competition rounds are complete
- Inventorying Computer Equipment Quarterly
- Maintaining operative effectiveness of computers by troubleshooting, repairing and installing hardware/software
- Repairing or replacing computer equipment and supplies as necessary

3.3.14. CyberPatriot Airman (CPA) is responsible for:

- Serving as CyberPatriot Superintendent in his/her absence
- Maintaining a record of attendance to meetings and events
- Providing information to Public Affairs as necessary
- Assisting the CyberPatriot Superintendent as needed
- Creating relevant studying material
- Maintaining cleanliness of computers, keyboards, mouse, and monitors
- Checking and deleting corrupted files on server

3.3.15. Kitty Hawk Air Society (KHAS) Superintendent (KHS) is responsible for:

- Command and management of team
- Maintaining a record of attendance to meetings and events
- Providing schedule of events to Special Teams Flight Commander no later than fourth week of term
- Tracking performance and establishing criteria for induction
- Tracking attendance at meetings, community service events, and grades to ensure continued eligibility and/or probation status
- Organizing and supervise the cadet tutoring program
- Requesting list of cadets on academic ineligibility listing from SASI/ASI
- Preparing tutoring contracts and distributing to cadets (must have SASI/ASI approval)
- Organizing quarterly community service activities

- Providing information to Public Affairs as necessary

3.3.16. Kitty Hawk Air Society Airman (KHA) is responsible for:

- Selected in accordance with by-laws
- Serving as KHAS Superintendent in his/her absence
- Maintaining a record of attendance to meetings and events
- Providing information to Public Affairs as necessary
- Assisting the KHAS Superintendent as needed
- Tracking tutoring no shows; submitting list to KHS

3.3.17. 60th Operations Support Squadron Commander (60 OSS/CC) is responsible for:

- Command and management of the squadron
- Commanding squadron in mass formations
- Inspecting and monitoring squadron events
- Holding quarterly inspections of flights within the 60th Squadron (Bravo and Delta)
- Assisting the group commander as needed
- Ensuring standards are met within the squadron
- Tracking Work “No- Shows” for squadron personnel; providing a list to the GP/CC weekly

3.3.18. Logistics Flight Commander (LF/CC) is responsible for:

- Command and management of the flight
- Assigning the work schedule for airmen and superintendents. The Logistics Flight Commander must include his/her name on the weekly flight sign-in/sign-out schedule
- Inspecting logistics activities
- Holding Logistics Flight staff meetings quarterly at a minimum
- Conducting quarterly inventory of uniform using WINGS and providing copies to ASI and SASI
- Presenting a weekly sign-in sheet to the 60 OSS/CC
- Maintaining log for uniform ancillary items

3.3.19. Logistics Superintendent Male/Female (LMS or LFS) is responsible for:

- Training subordinate personnel in proceeding responsibilities
- All proceeding responsibilities may be delegated to Logistics Airmen after period of training
- Issuing and collecting uniforms to/from cadets; including rank, ribbons, and awards. Only ASIV cadets will be issued a Lightweight jacket with the AF Emblem.
- Maintaining a record of uniform issuance for all cadets
- Maintaining an inventory of all uniform supplies
- Ensuring cleanliness of logistics spaces
- Updating issuing sheet

3.3.20. Logistics Airman Male/Female (LMA or LFA) are responsible for:

- Issuing and collecting uniforms to cadets
- Maintaining a record of uniform issuance for all cadets
- Maintaining an inventory of all uniform supplies
- Ensuring cleanliness of logistics spaces



3.3.21. Support Flight Commander (SPT/CC) is responsible for:

- Command and management of the flight
- Maintaining/updating cadet records in WINGS
- Inputting PFT scores in WINGS
- Inputting Special Orders in WINGS including updating comments section on individual cadet records identifying the reason ribbon was earned
- Providing WINGS Cadet Transcripts when requested by cadet or SASI/ASI
- Ensuring all Special Orders are labeled, dated and formatted correctly and that they have the correct labeled information attached. After ensuring the Special Order is correct then the Commander must sign and pass it on to the Group Commander
- Creating/maintaining tracking sheet of all Special Orders
- Creating/maintaining tracking sheet of all Service Hours
- Submitting Award Request when individual cadet reaches 20 Service Hours
- Creating/maintaining tracking sheet for Patriot Flag ribbon
- Maintaining folder for all Patriot Flag ribbon requests
- Submitting Patriot Flag Award Request quarterly one week prior to promotion cycle
- Submitting bulletin request two weeks prior to Patriot Flag ribbon cut-off date to notify cadets to submit a memo
- Holding Support Flight staff meetings quarterly at a minimum
- Presenting a weekly sign-in sheet to the 60 OSS/CC

3.3.22. Personnel Airman (PERA) is responsible for:

- Updating the File Plan annually or as needed
- Reprinting the Filing Cabinet contents labels as needed
- Filing, organizing, or discarding cadet records as advised by the ASI/SASI
- Maintaining the JROTC archives as advised by the ASI/SASI
  - Current cadet records kept in office; three previous years records kept in storage
  - Current and one year previous files kept in office; two years previous kept in storage
- Coordinating with the Support Flight Commander to ensure all cadet personal information in WINGS is correct

3.3.23. Special Orders Airman (SOA) is responsible for:

- Typing, maintaining and recording all special orders
- Ensuring all attached forms to a special order are correctly labeled
- Passing the special order through the chain of command (Support Flight CC, GP/CC, ASI, SASI)
- Obtaining Awards Request memo for each event from the SASI/ASI (cannot be submitted by POC directly to Special Orders)

3.3.24. Operations Flight Commander (OPF/CC) is responsible for:

- Running the Operations Flight and delegating work as necessary
- Holding Operations Flight staff meetings quarterly (at a minimum)
- Overseeing that the bulletin is promptly written and ready before the first period of the day
- Verifying public affairs coverage at all events
- Reviewing articles written by Public Affairs for submission to Headquarters AFJROTC
- Overseeing website and social media content for appropriateness, spelling, and grammar
- Verify weekly all bulletin boards are up-to-date (Heritage, Public Affairs, and Informational Boards)

- Ensuring the classroom is cleaned, supplies are available, and storage cabinets are organized
- Presenting a weekly sign-in sheet to the 60 SQ/CC

3.3.25. Public Affairs Superintendent (PAS) is responsible for:

- Presenting a newsletter covering JROTC events monthly to the Operations Flight CC, Group CC, ASI and SASI and circulating as necessary
- Preparing submissions for HQ AFJROTC Facebook page and monthly newsletter
- Verifying activities board updated at least once a month
- Recording all JROTC events (motion and still) for historical purposes
- Maintains an data base of all JROTC events on the classroom computers
- Reviewing all photos; delete unnecessary/bad photos
- Preparing an article/story/column for each event immediately after event. This will be a completed story for each event, which will ensure articles are ready for monthly newsletters for the corps' website
- Editing and consolidating PAA articles into newsletter
- Ensuring event POCs coordinate media coverage for the event and creating a video relating to the event. It is not only the Public Affairs superintendent's job to make sure of the speedy update of this video but also the POCs' responsibility
- Providing pictures and stories to Social Media POC

3.3.26. Bulletins Airman (BA) is responsible for:

- Working actively with the Command Chief/Executive Officer to ensure the meeting times and schedules are accurately in the daily bulletin
- Preparing next day's bulletin prior to end of duty day or during lunch.
- Including Cadet Guide tip of the week in bulletin
- Including today in military history, quote of the week, and cadet goal of the week in bulletin
- Updating Heritage Board monthly

3.3.27. Public Affairs Airman (PAA) are responsible for:

- Assisting Public Affairs Superintendent by accomplishing delegated tasks
- Updating activities board with up-to-date materials at least once a month
- Recording all JROTC events (motion and still) for historical purposes
- Maintaining a data base of all JROTC events on the classroom computers
- Submitting a typed article/story/column to the Superintendent for each event immediately after. This will be a completed story for each event ensuring articles are ready for the school's website when due

3.3.28. Social Media Airman (SMA) are responsible for:

- Posting photos and stories regarding corps events and competitions on the JROTC website and social media sites
- Updating the JROTC website calendar weekly or as needed
- Coordinating with event POCs to get information for the website calendar including dates, times, locations, and copies of permission slips
- Providing Operations Flight Commander, Public Affairs Superintendent and SASI/ASI all social media logins/passwords

3.3.29. Facilities Superintendent (FS) is responsible for:

- Establishing and enforcing work schedules
- Maintaining inventory of supplies

- Maintaining cleanliness of JROTC facilities and immediate surrounding area
- Maintaining JROTC First Aid kits
- Present weekly job assignment checklist to Operations Flight Commander

3.3.30. Facilities Airman (FA) are responsible for:

- Assisting Facilities Superintendent by performing duties according to work schedules
- Completing and submitting job assignment checklist to the superintendent

3.3.31. A/B/C/D/E/ Flight Commander (AF, BF, CF, DF or EF/CC) is responsible for:

- Command and management of the flight
- Commanding flight in mass formations
- Training flight in drill and ceremonies
- Inspecting flight to ensure proper uniform wear
- Develop schedule for weekly PT leaders
- Monitor PT sessions ensuring participation and proper form
- Taking command of the flight in absence of SASI/ASI/Classroom Tutor

3.3.32. A/B/C/D/E/ Flight Sergeant (AF, BF, CF, DF or EF/FS) is responsible for:

- Assuming duties of flight commander in his/her absence
- Maintaining a weekly attendance and uniform grade sheet for the flight
- Developing a seating chart for the flight
- Maintaining discipline within the flight
- Pass out all assignments in flight box/binder

3.3.33. Special Assistant to the Senior Aerospace Science Instructor/Aerospace Science Instructor (CCA):

- First semester GP/CC fills CCA position
- Assisting the ASI and SASI as necessary in a variety of duties

#### **3.4. Position Assignment/Job Application.**

All Aerospace Science IVs and Alpha Flight members must hold a position within the Corps as part of their grade. Any unassigned positions may be filled by lower classmen.

3.4.1. Alpha Flight members must turn in a job application/memo to the Cadet Group Commander by the designated suspense date. 1st semester jobs are chosen in May prior to school start. 2d semester jobs are due in December and selections finalized in January.

3.4.2. ASII and AS III cadets will be considered for positions at the beginning of the school year or as needed. Job application/memo must be turned in to the Cadet Group Commander by the designated suspense date. ASII and ASIII cadets can apply for vacant positions anytime during the school year.

3.4.3. Cadet Group Commander, ASI/SASI will review these applications, and will assign cadets to jobs based on their rank, leadership potential and ability, academic performance, Leadership Development Requirements participation, and recommendations from the staff.

3.4.4. Job assignments are rotated to ensure all cadets have an opportunity to participate in the management of the Corps. Positions are normally held for one semester, but can be suspended or extended based on job performance.

3.4.5. Position Resignation. If a non-Alpha Flight cadet wishes to relinquish their position, they must submit a letter of resignation to the Group Commander explaining their reason for resigning the position.

### **3.5. Job Expectations.**

3.5.1. As a staff officer or NCO, you are expected to carry out your job responsibilities in a timely and efficient manner. If you cannot meet these requirements, you may be removed from your position with possible penalties to your grade.

3.5.2. Cadets are required to show up and perform their specific duties on the date and time they are scheduled. It is mandatory for cadets to work for a minimum of 15 minutes on their scheduled date and time.

3.5.3. Cadets failing to show for their job (without prior coordination with their superior) or failing to meet job performance standards may receive the following disciplinary actions:

3.5.3.1. Verbal Warning. Written confirmation will be filed in cadet's Personal Information File (PIF).

3.5.3.2. Written Letter of Admonishment (Original filed in PIF).

3.5.3.3. Meeting with Squadron Commander. Written documentation of meeting will be filed in PIF.

3.5.3.4. Board of Inquiry (BOI). Written documentation will be filed in PIF.

3.5.3.5. Points will be deducted on Job Evaluation.

### **3.6. Cadet Staff Meetings.**

The Cadet Group Commander, through the Command Chief/Executive Officer, will announce each cadet staff meeting via the room meeting schedule board, bulletin, and Remind app.

3.6.1. Cadet Staff meetings will be held weekly, at which time each Flight Commander or Superintendent will brief their areas of responsibility.

3.6.2. All POCs will brief the status of their upcoming events.

3.6.3. The Cadet Group Commander will preside at these meetings. In absence of the Cadet GP/CC, the 21 SQ/CC will preside over the meeting

### **3.7. Weekly Work and Sign-in Schedules.**

3.7.1. Flight Commanders will prepare a weekly schedule and sign-in sheet consisting of Flight Commanders, Superintendents and Airmen.

3.7.2. This weekly schedule and sign-in sheet must be turned into the respective Squadron Commander. The Squadron Commander will consolidate and present to the Group Commander.

3.7.3. The Group Commander will consolidate for the group and post on the AFJROTC Staff, ASI folder.

### **3.8. Flight Meetings.**

3.8.1. Flight meetings may be called by the Flight Commanders to obtain any information necessary or to address any situations/upcoming events.

3.8.2. These meetings must be approved by the Command Chief/Executive Officer.

### **3.9. Missing Meetings.**

3.9.1. If a cadet misses a meeting, they are required to have a memorandum to the POC no later than lunch the day after the meeting. There are no exceptions.

3.9.2. Any or all of the following disciplinary actions may occur:

- 20 points for missing meeting
- 40 points for missing Cadet Staff Meeting
- 30 points for Neglect Duty
- 35 points for Insubordination

### **3.10. Documenting Cadet Performance.**

3.10.1. If supervisors experience difficulties with subordinates, they must report and document the problem the day of the incident. Supervisors will write a memo for record of the incident and place it in cadet's PIF.

3.10.2. The Cadets involved must sign the memorandum acknowledging their understanding that the document is being placed in their PIF.

### **3.11. Job Evaluations.**

3.11.1. Job Evaluations are accomplished every progress period and are mandatory for Alpha Flight members only. The Job Evaluation is 25% of the ASIV's grade and are reviewed by the ASI/SASI.

3.11.2. Job Evaluations for non-Alpha Flight members are optional but highly encouraged as they are an excellent method of performance feedback and improvement. They will not reflect on the cadet's grade.

3.11.3. Evaluations should be filled out with honesty as they are a reflection of a cadet's job performance. The job evaluation should start with the direct senior commander and passed up the ranks until it is signed by the SASI.

### **3.12. Job Folders.**

3.12.1. Job Folders are for staff members holding key job positions. They contain job information to be updated as necessary and are reviewed quarterly by the Group Commander.

3.12.2. The folders are updated on the AFJROTC server under the specific job folder. Each folder counts for a grade which is given by the Group Commander during their evaluation of the folders.

3.12.3. Job folders must be updated monthly with current date/year, information, etc.

## CHAPTER 4 - PROMOTIONS

### 4.1. Cadet Rank.

4.1.1. All references to cadet rank will have the word "Cadet" as part of the cadet grade, i.e. Cadet Major Allyson Souza.

4.1.2. Grade is represented by standardized AFJROTC insignia (Attachment IX) that is worn on the cadet uniform. Cadets must also know and recognize active military service rank (Attachment VIII).

4.1.3. The order of rank from lowest to highest is as follows:

<u>Cadet Enlisted Rank</u>	<u>Symbol</u>
Airman Basic	C/AB
Airman	C/Amn
Airman First Class	C/A1C
Senior Airman	C/SrA
Staff Sergeant	C/SSgt
Technical Sergeant	C/TSgt
Master Sergeant	C/MSgt
Senior Master Sergeant	C/SMSgt
Chief Master Sergeant	C/CMSgt
<u>Cadet Officer Rank</u>	
Second Lieutenant	C/2d Lt
First Lieutenant	C/1st Lt
Captain	C/Capt
Major	C/Maj
Lieutenant Colonel	C/Lt Col
Colonel	C/Col

### 4.2. Permanent Rank.

4.2.1. First-year cadets start with the rank Cadet Airman Basic.

4.2.2. There are two methods of earning a higher permanent rank:

4.2.2.1. Pass a promotion test.

4.2.2.2. Earn a "spot" promotion.

4.2.3. Cadets have 5 working days to pick up their new rank. After the 5 day period, their new rank will be redlined and they will have to retake the test next promotion period.

### 4.3. Appointed Rank

4.3.1. Appointed Rank is TEMPORARY rank associated with Corps Leadership positions. Once a cadet no longer holds the Corps position that has Appointed Rank, the cadet reverts to their Permanent Rank.

4.3.1.1 Cadet Group Commander Appointed Rank – C/Lieutenant Colonel

4.3.1.2 Cadet 21<sup>st</sup> Squadron Commander – C/Captain

4.3.1.3 Cadet 60<sup>th</sup> Squadron Commander – C/Captain

4.3.1.4 Cadet Chief Executive Officer – C/Captain

4.3.2. The SASI and ASI decide the use of Appointed Rank.

### **4.3. Promotion Tests.**

4.3.1. Each quarter, a promotion test is given for a permanent rank. This examination tests your knowledge of various leadership topics and Corps knowledge.

4.3.2. To earn the promotion, you must pass the test and be in good academic standing (2.00 GPA, no more than one F and the F cannot be in JROTC, and have no unsatisfactory citizenship grades).

4.3.3. All Cadets testing for rank must pass the written test with 60% or higher. This test counts as an academic grade.

4.3.4. Discussing any part of the promotion test is considered cheating and will be handled accordingly.

### **4.4. Spot Promotions.**

4.4.1. Spot promotion system promotes enlisted cadets who have performed above and beyond.

4.4.2. Spot promotions are given at the recommendation of the Group Commander and with approval of the SASI and ASI.

4.4.3. Cadets can only be afforded one Spot Promotion per school year.

4.4.4. Spot promotions to 2d Lt and above are reserved for exceptional circumstances with recommendation of the SASI/ASI.

### **4.5. Guidelines for Promotion.**

4.5.1. All cadets must score at least 60% on their written promotion tests.

4.5.2. All cadets promoted to C/SSgt, or higher ranks will be reviewed by the Squadron and Group Commanders. The board will consider each cadets conduct, merit, and Corps participation. Additionally, cadets must participate in at least one Leadership Development Requirement event during the promotion cycle excluding fundraisers (e.g. Corps fundraising, Sentinels of Freedom, etc)

4.5.3. Cadets must have GPA 2.0 or higher; can only have one F that is not in JROTC

4.5.4. Cadets attempting to promote to C/2d Lt, or higher must hold a position in the corps

4.5.5. Cadets attempting to promote to C/2d Lt, or higher:

4.5.5.1. Must take their latest staff evaluation score and their promotion test, add the two together and divide by 2.5. (If the cadet does not have a job evaluation score, the promotion test will be divided by 1.25).

4.5.5.2. Add any Promotion Extra Credit Checklist points they have earned.

- Example: Staff evaluation score of 98 plus promotion test score of 70 would total 168
- Divide 168 by 2.5= 67

- Add Extra credit checklist points of 45;  $45 + 67 =$  Total promotion score of 112

4.5.6. To allow for promotion at the higher levels, when a cadet does not promote, the merit points they earn for ribbons and other performance (other than those items requiring continuous participation) will carry over to the next promotion cycle but will not carry over to the next school year.

4.5.7. Total combined points required, (promotion test or evaluation plus Promotion Extra Credit Checklist totals), for each promotion are:

<b>Rank</b>	<b>Total Promotion Points</b>
1. Airman	75
2. Airman First Class	75
3. Senior Airman	80
4. Staff Sergeant	85
5. Technical Sergeant	90
6. Master Sergeant	95
7. Senior Master Sergeant	100
8. Chief Master Sergeant	100
9. 2d Lieutenant	105
10. 1st Lieutenant	105
11. Captain	110
12. Major	115
13. Lieutenant Colonel	120
14. Cadet Colonel is an appointed rank	

<b>Rank</b>	<b>Study Material</b>
C/Airman	Cadet Guide
C/Airman First Class	Cadet Guide
C/Senior Airman	Cadet Guide and Drill & Ceremony
C/Staff Sergeant	Cadet Guide, Drill & Ceremony, 30 Step
C/Technical Sergeant	Cadet Guide and Drill & Ceremony
C/Master Sergeant	Cadet Guide and Drill & Ceremony
C/Senior Master Sergeant	Drill & Ceremony
C/Chief Master Sergeant	Cadet Guide , Drill & Ceremony, LE100
C/2d Lieutenant	Cadet Guide, and 50 Step
C/1st Lieutenant	Cadet Guide and Drill & Ceremony
C/Captain	Cadet Guide
C/Major	Cadet Guide
C/Lieutenant Colonel	Cadet Guide and Drill & Ceremony



## CHAPTER 5 – UNIFORM AND AWARDS

### 5.1. General.

5.1.1. Each cadet in AFJROTC is issued a standard Air Force blue uniform at the beginning of the school year at no cost.

5.1.2. You are required to properly wear the uniform as a part of your leadership training, and it is a sizeable portion of your Leadership grade. Complete knowledge of the uniform is necessary to earn a satisfactory grade in uniform wear.

5.1.3. See Chapter 1 – Curriculum, section 1.6.4 for additional uniform information

### 5.2. Issuance.

5.2.1. When you are issued the uniform, you become responsible for its maintenance and protection. However, the uniform is the property of AFJROTC.

5.2.2. Any lost or damaged uniform items must be paid for by the cadet responsible for the uniform. You must dry clean your uniform before turning it in at the end of the school year.

5.2.3. Cadets who fail to turn in their dry cleaned uniform prior to the final week of school will receive an incomplete grade for the semester and a due bill (fine slip) will be placed in their school record. NOTE: Please contact the SASI/ASI if there is a financial difficulty and the uniform cannot be cleaned.

**5.2.4. All items must be DRY CLEANED with the exception of the cadet blue shirt. It is the CADET'S responsibility to clean and repair the uniform. The blue pants, service coat and light weight blue jacket cannot be laundered (cleaned in washing machine). Laundering ruins the items and the student will receive a fine slip for payment. Dryel or similar home dry-cleaning is not allowed.**

### 5.3. Grading Policy.

5.3.1. There are multiple uniform combinations that may be worn. Each Monday, cadets wear a specific blue uniform combination. Cadets are provided the uniform wear schedule at the beginning of each semester. This information can also be found on the Vanden AFJROTC website and Google Classroom.

**5.3.1.1. The specified blue uniform will be worn to and from school for the ENTIRE school day.**

5.3.1.2. Cadets participating in other school activities, e.g. football, are permitted to change out of their uniforms only after they present a memorandum to the ASI indicating the student's participation in stated activity. The letter will be placed in the cadet's file for reference. A cadet must prepare one letter per activity (e.g. football, track, etc) covering the duration of the activity.

5.3.1.3. If excused absent on blue uniform wear day, make-up is on Thursday. If excused absent on uniform wear day and on Thursday's make-up day, you must wear the uniform on Friday (not the PTG).

5.3.2. Every Friday, cadets must wear the AFJROTC Physical Training Gear (PTG). At a minimum cadets must wear AFJROTC PTG shirt, shorts, white or black socks, and athletic shoes.

5.3.2.1. Cadets are required to wear the PTG for their respective JROTC class period.

5.3.2.2. Cadets do not have time during class or a location to change.

5.3.2.3. All cadets must be in grooming standards. Exception females may wear their hair in a ponytail.

5.3.3. AS IV cadets must wear the Airman Battle Uniform (ABU) on Wednesday (if or after issued).

#### **5.4. Dress and personal appearance standards.**

5.4.1. The uniform AFJROTC cadets wear, with certain exceptions, is the same as that worn by active duty Air Force personnel. Just as the person on active duty, you are also obligated to wear the uniform properly.

5.4.2. Pride in one's personal appearance and wearing the uniform, greatly enhances the esprit de corps essential to an effective corps. Therefore, it is most important for all cadets to maintain a high standard of dress and personal appearance. The five elements of this standard are: neatness, cleanliness, safety, uniformity, and military image.

5.4.3. The following are the guidelines for the blue uniform wear:

5.4.3.1. Flight Cap (DRY CLEAN ONLY): The flight cap is to be worn on the head with the front crease directly above the nose and the bottom of the cap tilted forward in a position that allows two finger widths between the top of the nose and the bottom of the cap. Hair must not protrude in front of the cap. The flight cap must be worn when outdoors. Do not wear your hat indoors unless performing Color Guard duties. Cadet must write name on white tag inside hat.

5.4.3.2. Short Sleeve Shirt: The shirt will always be tucked into the slacks to school/during school/home from school. If wearing a tie/tie tab with the shirt, always button the top button of the shirt (leave it unbuttoned otherwise). The shirt should be cleaned and ironed weekly. The sleeves are to be creased, with the exception of JROTC patches. A plain white V neck undershirt under your blue uniform shirt is MANDATORY.

5.4.3.3. Trousers/Slacks (DRY CLEAN ONLY): The bottom of the trousers should rest on the front of the shoes with a slight break in the crease. Always wear your belt with your slacks. The belt should be tight enough to hold up your pants without buckling the fabric. When you adjust the belt buckle cut off any excess material hanging past the edge of the belt. Keep the pocket buttoned and do not place bulky items in it.

5.4.3.4. Service Coat (DRY CLEAN ONLY): The service coat should be properly fitted so that if you hang your arms naturally, the coat sleeves extend roughly one half of an inch from the base of the thumb. When the service coat is the designated uniform wear, it must remain on at all times.

5.4.3.5. Lightweight Jacket/Liner (DRY CLEAN ONLY): When worn, the jacket must be zipped at least 1/2 way up at all times. The liner is not to be removed from the jacket. ONLY ASIV cadets will be issued a Lightweight jacket with the AF Emblem.

5.4.3.6. Shoes/Socks: Keep your shoes shined, including the heels and the edge of the soles. Socks must be plain, BLACK, dress socks with no logos; no other color is allowed, this will result in an automatic zero. No ankle socks.

5.4.3.7. Gig Line: The gig line is the line formed by the front of your shirt line, the right edge of your belt buckle, and the flap of your fly. This line should be straight and unbroken. Male belts are routed from wearers left to right and female belts routed from wearer's right to left.

5.4.3.8. Insignia: Proper insignia placement on the uniform is illustrated on the Uniform Diagrams in Attachments XII-XVII. Also, refer to Attachment XXII for the Ribbon Chart to determine the order of precedence for your ribbon bar.

5.4.3.9. Tie/Tie Tab (DRY CLEAN ONLY): The tie should be tied with a Four-in-Hand Knot or a Windsor Knot. The tip of the tie must cover a portion of the belt buckle, but cannot extend below the bottom of the belt buckle. The top shirt button should not be visible. The Tie Tab should be neatly and comfortably fitted around the neck. Clip on ties are NOT authorized. Cadet must write name on white tag on tie or tie tab.

#### 5.4.4. Blue Uniform Wear Checklist

- Undershirt – “V” neck white t-shirt – **MANDATORY**
- Socks – black – **MANDATORY**
- Hat – **MANDATORY**
- Hair – **MANDATORY (Within Air Force Standards)**
- Shave – **MANDATORY**
- Shirt – **MANDATORY**
  - Name Tag – **MANDATORY**
    - Blue for blue shirt
    - Silver for Service Dress
  - Ribbons – When designated; refer to Vanden AFJROTC web site, uniform combination memorandum, or whiteboard
  - Rank – **MANDATORY** when promoted
- Trousers – **MANDATORY**
  - Belt – **MANDATORY (Hint: when feeding belt through loops, females are always right; males are left)**
- Shoes – **MANDATORY**
- Light Weight Jacket – According to weather and weekly uniform wear schedule
- Service Coat with tie or tie tab – when required according to weekly uniform wear schedule

#### 5.4.5. The following outlines the guidelines for the Physical Training Gear (PTG):

5.4.5.1. T-shirts WILL BE tucked into shorts or sweatpants. Short and long-sleeved solid white, black or light gray form fitting undershirts (i.e. spandex, lycra or elastic material) may be worn and visible under the short-sleeved PTG shirt. If worn, undershirt must be tucked in at all times. Undershirt may have a visible small trademark logo.

5.4.5.2. Short, mid and full length solid black, white or dark blue form fitting sportswear (i.e. spandex, lycra or elastic material) are authorized under the blue PT shorts. A small visible trademark logo is authorized.

5.4.5.3. Socks are mandatory. Socks will be white or black and may have a small trademark logo.

5.4.5.4. Athletic style shoes are mandatory. There are no restrictions on the color of athletic shoes.

5.4.5.5. All cadets must be in grooming standards. Exception females may wear their hair in a ponytail.

## 5.5. Personal Grooming Standards.

**Hair-male and female.** Will be clean, well-groomed, present a professional appearance, allow proper wear of headgear and conform to safety requirements. Will not contain excessive amounts of grooming aids (e.g., gel, mousse, pomade, or moisturizer), appear lopsided, touch either eyebrow (Exception: female bangs), or end below an imaginary line across the forehead at the top of the eyebrows that is parallel to the ground. If applied, dyes, tints, bleaches and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red or black. All cadets are authorized to wear natural color hair regardless of their natural born hair color, but when combined or frosted, the colors must blend together so as to not present an unnatural appearance between colors. For example, hair colors may be displayed as a “salt-and-pepper” look as this presents a naturally-blended hair color and is, therefore, authorized. In contrast, ombre (blending of one color to another with dyes, tints, bleaches and frostings) or black hair with blonde highlights and/or streaks and blonde hair with black highlights and/or streaks DO NOT present a natural appearance as they display vastly different shades of natural hair colors and are, therefore, unauthorized for wear. Prohibited hair color examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors.

## 5.6. Male Grooming Standards.

5.6.1. Hair must have a tapered appearance on both sides and the back of the head, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the cadet’s hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance.

5.6.2. Hair will not exceed 2 ½ in bulk, regardless of the length and will not exceed 1/4 inch at the natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear.

5.6.3. Hair will not contain excessive amounts of grooming aids, be dyed an unnatural hair color, have any foreign items attached to it.

5.6.4. Unauthorized: Mohawk, mullet, cornrows, dreadlocks or etched shapes/design.

5.6.5. Airmen may have one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of their head, above the temple.

5.6.6. Sideburns will be straight and even width (not flared) and will not extend below the lowest part of the exterior ear opening. Sideburns will end in a clean-shaven horizontal line.

5.6.7. Face must be without hair with the exception of a mustache. If a mustache is worn, it must be neatly trimmed and will not extend beyond the corners of the mouth or below the lip line of the upper lip.

5.6.8. If you do not have a regulation hairstyle or do not shave, you will automatically receive a score of zero on your uniform wear.

5.6.9. Cannot wear earrings or any type of facial piercing when in uniform. Clear healing post are authorized.

5.6.10. May wear a wristwatch of normal color, rings (no more than three rings combined on both hands, and no thumb rings).

5.6.11. No sunglasses are allowed to be worn in uniform unless authorized by prescription.

## 5.7. Female Grooming Standards.

(See Attachment XVIII, pages 73 – 75)

5.7.1. There is no minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear.

5.7.2. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless worn in authorized ponytail or long braid(s). One or two braids or a single ponytail may be worn down the member's back with bulk not exceeding the width of the head and length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail cannot be worn over the shoulder or pulled in front of the body. It must go down the member's back. Bangs, or sideswiped hair, may touch eyebrows but will not touch or cover eyes.

5.7.3 **Exception:** While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.

5.7.4. Pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will *not* present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured.

5.7.5. Hair accessories. If worn, fabric scrunchies, hairpins, combs, clips, headbands, elastic bands and barrettes can be black or match the hair color (i.e., blonde, brunette, natural red, and black). Hair must still comply with bulk and appearance standards. Headgear must fit properly. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

5.7.6. Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized.

5.7.6.1. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearances. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.

5.7.6.2. All locs, braids, and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids or twists and must be tightly fused/interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs/braids shall be of uniform dimension, small in diameter (approx. 1/4 inches), show no more than 1/4 inch of scalp between the braids and must be tightly interwoven to present a neat, professional appearance. A loc, braid or twist must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in

paragraph 5.6.2. above. Exception: Micro-braids or twists are not required to continue to the end of the hair.

5.7.7. Unauthorized: Mohawk, mullet or etched design.

5.7.8. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual's hair color (e.g. black, brunette, blond, and natural red).

5.7.9. If you do not have a regulation hairstyle, you will automatically receive a score of zero on your uniform wear.

5.7.10. Cadets cannot wear any type of facial piercing while in uniform. Clear healing post are authorized for ear piercings only.

5.7.11. Female cadets can wear earrings IAW AFI 36-2903 standards. Female cadets may wear small (not exceeding 6 mm in diameter) round or square white diamond, gold, white pearl, or silver earrings. If a female cadet has multiple holes, only one set of earrings are authorized and must be worn in the lower earlobes.

5.7.12. Cadets can wear a wristwatch of normal color, rings (no more than three combined, and no thumb rings).

5.7.13. Fingernails. If worn by female cadets, nail polish will be a single color that does not distinctly contrast with complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and florescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized. Fingernails must not exceed 1/4 inch in length beyond the tip of the finger and must be clean and well-groomed.

5.7.14. Cosmetics. Female cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female cadets will not wear shades of lipstick that distinctly contrast with their complexion, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.

5.7.15. No sunglasses are allowed to be worn in uniform unless authorized by prescription.

## 5.8. Awards and Decorations.

The Cadet Awards and Decorations Program fosters morale, esprit de corps, and recognizes achievements of AFJROTC cadets.

5.8.1. **AFJROTC National Awards.** These awards are awarded annually at the Vanden AFJROTC Annual Awards Ceremony. The awards are presented to cadets who demonstrate exceptional leadership, academics, and participation in the corps. A colored description of each AFJROTC National award can be viewed on the Ribbon Chart.

### 5.8.2. AFJROTC Awards.

5.8.2.1. **Distinguished Unit (with Merit if applicable) Award.** Awarded to cadets enrolled during the period a unit's rating is Distinguished. AS I and II cadets must have a C or higher and AS III and IV cadets must have a B or higher in AFJROTC to be eligible.

5.8.2.2. **Outstanding Organization Award.** Awarded to cadets enrolled during the period a unit's rating is Outstanding. AS I and II cadets must have a C or higher and AS III and IV cadets must have a B or higher in AFJROTC to be eligible.

5.8.2.3. **Outstanding Flight Ribbon.** Awarded yearly to the flight with the highest combined average. Cadets must have the flight average or above to receive the ribbon.

5.8.2.4. **Top Performer Award.** Awarded by HQ AFJROTC to select individuals for leadership and job performance specifically in preparation for the Unit Evaluation conducted by HQ AFJROTC personnel.

5.8.2.5. **Outstanding Cadet Ribbon.** Awarded to the outstanding first-year, second-year, third-year, and fourth-year cadet. The recipient from each class must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and attain academic and military excellence.

5.8.2.6. **Leadership Ribbon.** Awarded for outstanding performance in a position of leadership as an AFJROTC cadet.

5.8.2.7. **Achievement Ribbon.** Awarded for significant achievement as deemed appropriate by the SASI. Only one ribbon per year will be awarded.

5.8.2.8. **Superior Performance Ribbon.** Awarded for outstanding achievement or meritorious service rendered specifically on behalf of AFJROTC at the discretion of the SASI.

5.8.2.9. **Academic Ribbon.** Awarded each semester for academic excellence as signified by attaining an overall grade point average of at least a “B” for the academic term, in addition to an “A” average in AFJROTC over the same grading period.

5.8.2.10. **Cadet Leadership Course Ribbon.** Awarded for completion of an approved leadership school program of at least 5 days duration. Silver star may be awarded for outstanding performance.

5.8.2.11. **Special Teams Competition.** Awarded to team members for placing 1st, 2d or 3d in an Air Force or Joint Service Competition to include Color Guard Teams, Armed Teams, Unarmed Teams, Academic Competition Teams, CyberPatriot Teams, etc. Teams that did not place shall be awarded an Activities Ribbon.

5.8.2.12. **Leadership Development Requirements (LDR) Leadership Ribbon.** Awarded for leadership in AFJROTC LDR activities. The recipient must have demonstrated exceptional leadership in achieving objectives through the coordinated efforts of others.

5.8.2.13. **Drill Team Ribbon.** Awarded each year for achieving at least 85 percent attendance at practice and participated in at least 3 drill performance events (i.e. competition, special school events, community demonstrations). Cadets must be on the drill team for the entire year/drill season. The team commander gives his/her recommendation and the ASI/SASI will approve.

5.8.2.14. **Joint Leadership Academic Bowl (JLAB) Ribbon.** Cadets must be a member of the JLAB team. Awarded each year for achieving at least 85 percent attendance at practice and participated in all on-line competitions for which team has qualified. Cadets must be on the JLAB team for the entire year. The team superintendent gives his/her recommendation and the ASI/SASI will approve.

5.8.2.15. **Cyber Patriot Ribbon.** Cadets must be a member of the Cyber Patriot team. Awarded each year for achieving at least 85 percent attendance at practice and participated in all on-line competitions for which team has qualified. Cadets must be on the Cyber Patriot team for the

entire year. The team superintendent gives his/her recommendation and the ASI/SASI will approve.

**5.8.2.16. Color Guard Ribbon.** Awarded to cadets for completing 5 class color guard performances. Once eligible, cadets will submit a memo to the SASI/ASI with performance dates. For each additional ribbon earned, bronze and/or silver oak leaf cluster will be awarded.

**5.8.2.17. Good Conduct Ribbon.** Awarded annually to cadets with a B or higher in AFJROTC, no more than 5 unexcused absences, no more than 2 tardies, and no suspensions.

**5.8.2.18. Service Ribbon.** Awarded for the completion of 20 service hours outside of AFJROTC. Cadets must use the community service form to turn in service hours to the Support Flight Commander.

**5.8.2.19. Health and Wellness Ribbon.** Awarded by the SASI for participation in the unit health and wellness physical fitness program. All cadets who participate in the unit's wellness program may receive the Health and Wellness Ribbon. Subsequent yearly award of the Health and Wellness Ribbon will be denoted by the addition of a Bronze Oak Leaf cluster to the ribbon for each additional year of award. Cadets who score in the Physical Fitness Test's 75-84 percentiles will receive a Bronze Star device; 85-95 percentile will receive a Silver Star device; and 96-100 percent will receive a Gold Star device. These cadets, if already wearing the ribbon with oak leaf cluster(s), will receive and wear an additional Health and Wellness Ribbon with the highest level Star Device(s) affixed. Duplicate awards of the Bronze, Silver or Gold percentile will be denoted by the addition of another star on this ribbon. Should a cadet subsequently score in a higher percentile, only the star representing the higher percentile will be worn. In no case will a cadet mix different color stars, or star(s) and oak leaf cluster(s) on the same ribbon.

**5.8.2.20. Recruiting Ribbon.** Awarded for outstanding effort in support of unit recruiting activities. Cadets must have directly contributed to the recruitment of two new members to AFJROTC. The recruited cadets must be in the corps for at least one semester, meet academic standards and cooperate with peers and instructors. At the end of the semester the recruited and recruiter will present a memorandum to the ASI and SASI requesting award of the ribbon.

**5.8.2.21. Activities Ribbon.** Awarded for participation in Leadership Development Requirement activities other than those that qualify for the Color Guard, Drill Team, and Special Teams Competition ribbons. These include, but are not limited to orienteering teams, model rocketry clubs, AFJROTC academic teams, and AFJROTC sports teams with approval by the SASI or ASI.

**5.8.2.22. Attendance Ribbon.** Awarded to the cadet who had no more than 3 absences (no unexcused) and 2 unexcused tardies in the year.

**5.8.2.23. Dress and Appearance.** Awarded to cadets who:

- Follow uniform procedures
- Receive 90% or an "A" on Leadership grade
- Received no less than 80% on any uniform inspection
- Flight Commander recommendation for proper uniform wear

**5.8.2.24. Longevity Ribbon.** Awarded for the successful completion of each year in JROTC with a grade of C or higher for AS I and II cadets and B or higher for AS III and IV cadets.

**5.8.2.25. Bataan Death March Memorial Hike Ribbon.** To honor and remember the sacrifices of the victims and survivors of World War II's Bataan Death March, AFJROTC units may conduct or participate in an optional 14-mile Bataan Death March Memorial Hike. Cadets who fully complete the 14 mile hike are authorized to wear the ribbon.



5.8.2.26. **Patriotic Flag Ribbon.** Awarded to cadets for participation in non-color guard events specifically designed to honor our nation's flag. In order to receive this award, cadets must have participated in raising and/or lowering the school's flags a minimum of 5 times. Once eligible, cadets will submit a memo to the SASI/ASI with participation dates. For each additional ribbon earned, bronze and/or silver oak leaf cluster will be awarded.

## 5.9. Devices.

### 5.9.1. Bronze and Silver Oak Leaf Clusters.

5.9.1.1. If awarded the same ribbon more than once, you will receive an oak leaf cluster. The bronze oak leaf cluster (equals 1 award) represents the second and subsequent award. No more than four clusters are permitted on any one ribbon. The silver oak leaf cluster (equals 5 awards) represents the 6th, 11th, etc. .

- Example: Cadet earns 9 Activities ribbons
- Cadet wears ribbon with 1 silver and 3 bronze oak leaf clusters
- Ribbon (1 award) + 1 silver oak leaf cluster (5 awards) + 3 bronze oak leaf clusters = 9 Activities Ribbons awarded

5.9.1.2. Silver oak leaf clusters are worn to the wearer's right of any bronze oak leaf clusters on the same ribbon.

### 5.9.2. Bronze, Silver, and Gold Stars.

All cadets who score 75 percent or above on the PFT will receive a Health and Wellness Ribbon with a star.

5.9.2.1. 75 – 84 percentile receives a Bronze Star; 85 – 95 percentile receives a Silver Star; and 96 – 100 percentile receives a Gold Star.

5.9.2.2. Duplicate awards of the Bronze, Silver, or Gold percentile will be denoted by the addition of another star on the ribbon. Should a cadet score in a higher percentile, only the star representing higher percentile will be worn. In no case will a cadet mix different color stars on the same ribbon.

## 5.10. Cadet Badges.

Are awarded for specific accomplishments or teams.

5.10.1. **Ground School Badge.** Awarded for successful completion of an aviation ground school program prescribed by the FAA. The badge is worn on the uniform at all times.

5.10.2. **Flight Solo Badge.** Awarded to those cadets possessing a solo flight certificate signed by a FAA certified flight instructor for either powered or non-powered aircraft. Documentation of the solo flight must be presented to the SASI. The badge is worn on the uniform at all times.

5.10.3. **Flight Certificate Badge.** Awarded to any cadet who possesses a valid FAA pilot's certificate for either powered or non-powered aircraft. The badge is worn on the uniform at all times.

5.10.4. **Aerospace Education Foundation (AEF) Academic Cadet Badge.** Awarded to rising Junior and Senior cadets for academic excellence as signified by attaining an overall 3.3 grade point average with no grade below "C" on their transcript. The individuals must be recommended by the SASI.

5.10.5. **Awareness Presentation Team (APT) Badge.** Presented to cadets with 85% attendance to meetings, participate in the school presentations, and are approved by the ASI/SASI.

5.10.6. **Distinguished Cadet Badge.** Awarded to one cadet annually. This award is the single most prestigious award afforded to a cadet. The recipient must be of high moral character, demonstrate positive personal attributes, display outstanding military potential, and maintain consistent academic and military excellence.

5.10.7. **Kitty Hawk Air Society (KHAS) Badge.** Awarded to cadets who are members of the KHAS and meet team requirements. This badge is not authorized for wear if the cadet is on probation.

## 5.11. Shoulder Cords.

5.11.1. Cadets are authorized to wear one, “infantry” style shoulder cord. Cords will be worn on the left shoulder, grounded to the shoulder seam. Wear the cord only on blue shirt and service dress coat. On the service dress coat, cords should be pinned to the shoulder with the pin hidden beneath the cord. On the blue shirt, cords should be pinned to the shoulder under the shirt epaulet. See Attachments XIII-XIV for males and XVI-XVII for females.

5.11.2. Once earned, the cord is a mandatory item on the blue shirt or service dress. For cadets earning multiple cords, the cord with the highest precedence will be worn.

5.11.3. **Group CC Cord.** Silver; worn by the 1st and 2d semester Group Commanders.

5.11.4. **Staff Cords.** Green; mandatory for all cadets(ASIV and select ASII and III) holding a Staff position. Cadets in Flight Leadership positions – Flight Commander, Flight Sergeant, Guideon, and Element Leaders – do not receive the green Staff Cord. The Staff Cord takes precedence over other cords except Cadet of the Quarter cord. It is to be returned if you no longer hold an Staff position or at the end of the school year.

5.11.5. **Cadet of the Quarter Cord.** Blue; awarded to one cadet per quarter that demonstrates hard work and dedication to the corps. Determined by Cadet of the Quarter Board.

5.11.6. **Academic Team Cord.** Gold; presented each year to team members that have 85% attendance, compete in two tiers of competition, must be an AS II cadet or above, and at the discretion of the SASI/ASI.

5.11.7. **Drill Team Cord.** White; presented each year to team members who have 85% attendance, attend three drill competitions as a competing team member, be proficient in Drill and Ceremonies, and are approved by the ASI/SASI.

5.11.8. **Kitty Hawk Air Society Cord.** Red; presented each year to team members who have 85% attendance, participated in two community service events, currently meet academic requirements, must be an ASII cadet or above, and at the discretion of the SASI/ASI.

## CHAPTER 6 – CUSTOMS AND COURTESIES

### 6.1. Saluting.

6.1.1. The salute is deeply rooted in military history from the times when warriors raised their right arms to show that no weapon was present, to when knights raised their visors with their right hand as a sign of greeting, and to when American soldiers removed their hats to greet and show respect to others. The salute is a way of saying "Hello" while showing respect to officers' senior in rank. Sometimes the hand salute is rendered to honor the colors, a mark of respect for our country. The way cadets execute a salute is important. A smart salute indicates pride in self and corps. A sloppy salute indicates a lack of confidence, pride, and respect. Cadets should develop the habit of carrying books or other objects with the left hand to free the right hand for saluting.

6.1.2. When a cadet is outside in uniform, upon recognition they must salute:

6.1.2.1. The President.

6.1.2.2. All commissioned officers of the United States military services. Cadets need to be especially aware of their surroundings since we are located near a military installation.

6.1.2.3. AFJROTC instructors when in uniform (both SASI and ASI). Salute them also when not in uniform if formally reporting to them.

6.1.2.4. Cadet officers senior in rank and grade who are in uniform.

6.1.2.5. For all saluting situations, reference AFM 36-2203, Drill and Ceremonies.

6.1.3. Cadets will not render hand salutes indoors EXCEPT when formally reporting to an AFJROTC instructor.

6.1.4. Hand salute is done in the following two counts:

6.1.4.1. COUNT 1. Raise the right hand smartly and directly to the forehead while at the same time, extend and join fingers. Keep the hand palm flat, forming a straight line between the fingertips and the elbow. As the hand gets close to the face, tilt the palm slightly toward the face and hold the upper arm horizontally, slightly forward of the body, and parallel to the ground. Finally touch the tip of the middle finger of the right hand to the outside corner of the right eyebrow or to the front right corner of glasses.

6.1.4.2. COUNT 2. Bring the arm smoothly and smartly downward, retracing the path used to raise the right hand and arm after the person you are saluting returns the salute. The salute should always be rendered while either standing at attention or marching at attention.

### 6.2. Reporting procedures (in/out of the instructors' office).

It is important that you observe proper reporting procedures when reporting in to the instructors' office. You will abide by the following steps when reporting in/out:

6.2.1. Knock once on the office door and wait for permission to enter or acknowledgment depending on whether the door is already open or not. Do not walk into the instructors' office unless told to do so.

6.2.2. Stand at attention and render a hand salute.

6.2.3. Report in by saluting and stating “Cadet, Last Name, Reporting Ma’am/Sir.” If you are ordered or asked by the SASI or ASI to report to them you must state “Cadet, Cadet Last Name, Reporting as Ordered, Ma’am/Sir.”

6.2.4. Wait for the instructor to return your salute and then drop yours.

6.2.5. Once you have completed talking to the instructor and are dismissed, stand at attention by the doorway and render a salute.

6.2.6. Wait for the instructor to return your salute and then drop yours and exit the office. Any business that needs to be conducted with the SASI/ASI, must be dealt with during lunch or after school, unless you have previous arrangements with the SASI/ASI.

### **6.3. Flag etiquette.**

6.3.1. The flag and national anthem are symbols of the people, their land, and institutions. Thus, when we salute these symbols, we are saluting the nation. Flag ceremonies occur during parades, reveilles, retreats, and prior to special events. Reveille starts the official day while retreat signals the end of the official duty day. Most flag ceremonies will be conducted with the playing of the national anthem.

6.3.2. All cadets will render the following courtesies:

6.3.2.1. A male removes his hat, holds it in his right hand, and places his right hand over the heart.

6.3.2.2. A female places her right hand over her heart but does not remove her hat.

6.3.2.3. When attending any outdoor event and the U.S. flag is carried past a cadet, the cadet, if in uniform, should stand at attention, face the path of the flag, render a proper salute six paces before the flag is even with them, and hold the salute until the flag passes six paces beyond them.

6.3.2.4. When ceremonies occur indoors and the national anthem or "To the Colors" is played, face the flag and take the position of attention. If the flag is not visible, take position of attention and face the music. Do not salute unless under arms.

6.3.2.5. On Travis or any other military base, at the first note of the national anthem, all vehicles will come to a stop and the occupants will sit quietly until the last note of the music.

6.3.2.6. If the base is playing the National Anthem while you are outside, you should stop, face either a visible flag or the direction of the music, and render the proper courtesies. When in uniform, cadets will stop and salute towards the music or the flag.

### **6.4. Flag Detail.**

6.4.1. AFJROTC cadets will raise and lower the United States and California flags each school day or special occasion, weather permitting, as determined by the SASI/ASI. These are formal, solemn ceremonies that will be accomplished in a professional manner. The SASI or ASI will give any special instructions.

6.4.2. The senior cadet will command and will form the detail in the area outside of the classroom, march the detail to the flagpole, direct the flag ceremony, march the detail back to the classroom, and secure the flags. All flag detail cadets are responsible for knowing when the flags are to be at half-staff. The senior cadet can delegate command to other cadets to command the flag detail.

## **6.5. Pledge of Allegiance.**

- 6.5.1. In military formations and ceremonies, the Pledge of Allegiance shall not be recited.
- 6.5.2. At protocol functions, social, and sporting events that include civilian participants, cadets should when in uniform outdoors, stand at attention, remain silent, face the flag, and render the hand salute.
- 6.5.3. When in uniform indoors, stand at attention, remain silent, and face the flag. Hand salute is not rendered and reciting the pledge is optional.

## **6.6. Cadet Etiquette.**

- 6.6.1. Proper etiquette is "the customary rules of conduct or behavior in polite society." Our civilized society is more pleasant to live in, go to school in, and work in when all members practice proper etiquette and good manners. "Treat Others as You Want to Be Treated" is the code to live by and is the desired behavior for all cadets.
- 6.6.2. Proper cadet etiquette includes:
  - 6.6.2.1. Say "Please" and "Thank You."
  - 6.6.2.2. Use "Yes Ma'am/Sir " when addressing AFJROTC instructors, military service members, school officials, teachers, and visitors at all times.
  - 6.6.2.3. Do not keep people waiting.
  - 6.6.2.4. Do not gossip.
  - 6.6.2.5. Use proper telephone etiquette.
  - 6.6.2.6. Use "Mr., Ms., or Mrs." and last name when addressing civilians and "Military Grade" and last name when addressing military personnel.
  - 6.6.2.7. Do not interrupt others when they are talking.
  - 6.6.2.8. Cadets will respect senior cadets.

## **6.7. Classroom Etiquette.**

- 6.7.1. When either the SASI or ASI enters the classroom area from the main entrances (this does not include logistics, the storage room, or the office), the first cadet to see them must call the room to ATTENTION.
- 6.7.2. The classroom area should also be called to attention for any commissioned officers and the principal.
- 6.7.3. If the person in the room is higher ranking than the person entering, the room is not called to attention.
- 6.7.4. The only times when this is not necessary is if there is lesson/class or meeting in progress.

**6.8. Position of Honor.**

6.8.1. This military courtesy began centuries ago when men fought with swords. Since men were primarily right handed, the heaviest fighting occurred on the right side. The left side became a defensive position since the shield was normally carried with left hand/arm. Thus, since units were proud of their fighting ability, the right side (sword bearing side) or right of the battle line became the position of honor, assumed by great warriors and leaders.

6.8.2. A cadet will, while in uniform, walk or sit on the LEFT side of an AFJROTC instructor, military service member, or senior cadet officer who assumes the position of honor on the RIGHT.

## **CHAPTER 7 – LEADERSHIP DEVELOPMENT REQUIREMENT (LDR) ACTIVITIES**

### **7.1. General.**

7.1.1. The AFJROTC program participates in numerous Leadership Development Requirement (LDR) activities during the school year. All of these activities are announced in daily operations bulletins and signup sheets are posted in the classroom. Cadets can earn promotion points by participating in these activities.

7.1.2. The points are tracked on the Cadet's Quarterly Promotion Checklist filled out at the end of the quarter. The activities ribbon will normally be awarded for events unless otherwise noted. Merit points are awarded only for activities in which it is specifically stated.

### **7.2. JROTC LDR Ineligibility.**

7.2.1. A cadet must have a 2.0 GPA or higher and no more than one F at the quarter grading period to participate in LDR activities. The F must not be in AFJROTC.

7.2.2. A cadet must not be on the school's quarterly "Rule of 85%" attendance roster to participate in LDR activities.

7.2.3. These policies are in line with the school's academic ineligibility and attendance policies.

### **7.3. Discipline for Cadets Who Back Out of Events.**

7.3.1. Cadets that back out of an event one school day before the event itself will lose 40 Leadership points on their weekly Leadership grade.

7.3.2. Cadets who back out on the day of an event will lose 100 points on their weekly Leadership grade.

7.3.3. As always, real emergencies and special circumstances are excusable at any time without penalty. The SASI/ASI will grant a waiver to a cadet who must back out due to special circumstances.

7.3.4. All cadets must make every effort (call, text, email) to notify the POC and ASI/SASI if they cannot attend an event 707-437-7333 extension 8050 (SASI) or 8051 (ASI) This includes AS III and IV cadets participating in Class Color Guards. The cadet must also submit a memo on the first day of school following the event.

### **7.4. Uniform and grooming standard requirements for LDR participation.**

7.4.1. Cadets must be in uniform and within grooming standards for LDR participation. Uniform requirements will be identified on the permission slip or designated by the SASI/ASI (e.g. Service Dress, Blue Shirt, Green AFJROTC T-shirt, Grey AFJROTC T-shirt, etc).

7.4.2. Cadets not in designated uniform will not be allowed to participate.

7.4.3. Cadets are required to be in Grey AFJROTC T-shirt for all team practices. Cadets must also be in grooming standards.

### **7.5. Academic Competition Team.**

7.5.1. The competition team consists of 6 students, grades 9-11 (2 each grade) who will participate in Academic Competitions against other AFJROTC units.

7.5.2. Study sessions will be held at least two days a week and more often prior to competitions.

7.5.3. Competition questions include material from the LE-100, 200, and 300 textbooks as well as information from SAT/ACT study guides.

7.5.4. Cadets can earn the Activities Ribbon and a gold cord if they meet participation requirements.

#### **7.6. Awareness Presentation Team (APT).**

7.6.1. This cadet team volunteers time in the district's elementary and middle schools to discuss the prevention of bullying, drug and alcohol use.

7.6.2. APT also focuses on recruiting new cadets. They represent the Corps at the 8th Grade Program Preview meeting with parents and middle school students to recruit incoming freshmen into the JROTC program.

7.6.3. Cadets can earn an Awareness Presentation Team Badge if you meet the team participation requirements.

#### **7.7. CyberPatriot Team.**

7.7.1. This cadet team consists of 2-6 students, grades 9-12, who train to compete at the National Youth Cyber Defense Competition. This program was created to inspire students toward careers in cybersecurity or other science, technology, engineering and mathematics (STEM) disciplines critical to our nation's future.

7.7.2. Teams are put in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services (e.g. Ubuntu, Window 10, Cisco, and Linux).

7.7.3. Teams compete for the top placement within their state and region, and the top teams in the nation earn all-expenses paid trips to Washington, DC for the National Finals Competition where they can earn national recognition and scholarship money.

#### **7.8. Drill Team.**

7.8.1. The Drill Team consists of Color Guard, Unarmed, and Armed Drill Teams that may compete in Inspection, Exhibition and Regulation categories.

7.8.2. Practices normally take place multiple times each week after school and/or lunchtime.

7.8.3. Cadets can earn a ribbon and/or cord if they meet team participation requirements.

7.8.4. Each drill team member will sign a cadet contract to be reviewed by parent/guardian.

#### **7.9. Kitty Hawk Air Society (KHAS).**

7.9.1. KHAS is the official National Honor Society of AFJROTC. This society upholds academic standards and promotes further interest in academic achievement and development. This is not a team for which you volunteer and join; it is by invitation only.



7.9.2. KHAS members are required to complete one community service event each quarter and must participate in tutoring other cadets.

7.9.3. An invitation to join this honor society will be extended to all cadets who have successfully completed at least 2 semesters in JROTC, possess good character, earn a minimum academic grade of 90 in their Aerospace Science course and possess a 3.2 GPA (juniors and seniors must complete at least 1 semester before consideration for induction).

7.9.4. Cadets can earn a KHAS badge and cord if they meet team participation and academic requirements.

**ATTACHMENT I - 2023–2024 Corps Goals**

Cadets are responsible for knowing the Corps Goals. Cadets will fill in this information the first week of school.

<b>Cadet Impact Goals:</b>
1.
2.
<b>School Impact Goals:</b>
1.
2.
<b>Community Impact Goals:</b>
1.
2.
<b>My Personal JROTC Goal:</b>

**ATTACHMENT II - Chain of Command**

Cadets are responsible for knowing the Chain of Command. Cadets will fill in this information the first week of school.

Commander in Chief:	The Honorable
Vice President:	The Honorable
Secretary of State:	The Honorable
Secretary of Defense:	The Honorable
Secretary of the Air Force:	The Honorable
Chairman, Joint Chiefs of Staff:	
Chief of Staff, U.S. Air Force:	
CMSgt U.S. Air Force:	
Travis Unified School District Superintendent:	
Vanden Principal:	
Vanden Vice Principals:	
Senior Aerospace Science Instructor (SASI):	
Aerospace Science Instructor (ASI):	
Cadet Group Commander	
Cadet Squadron Commander***	
Cadet Command Chief/Executive Officer	
Flight Commander***	
Flight Sergeant***	

\*\*\* Your respective Squadron/Flight Commander and Flight Sergeant

**ATTACHMENT III - JROTC Events (subject to change)****Curriculum-In-Action**

Aerospace Museum of California  
 Reno Air Races  
 Travis AFB

**Competitions and Sports**

Basketball  
 Bowling  
 CyberPatriot  
 Drill Competitions (e.g. Northern California Invitational)  
 Fun Olympics  
 Joint Leadership & Academic Bowl (JLAB)  
 Softball  
 Volleyball

**Field Trips**

Aerospace Museum of California  
 CAP Orientation Flights  
 Reno Air Races  
 Travis AFB

**School and Community Service**

Back to School Night  
 Bataan Memorial Death March  
 Bullying Awareness Presentations  
 Charity Fundraising Drives (e.g. Solano County Foster Ornament Program, VFW Auxiliary, etc)  
 Eighth Grade Preview/Orientation  
 Memorial Day Grave Decorations  
 Red Ribbon Week Presentations  
 Veterans Day Parade

**MANDATORY EVENTS****Cadets must attend the following JROTC events for the school year:**

1. New Cadet Orientation Program (AS I, AS II and AS IV) – August 26, 2023
2. Fairfield Veterans Day Parade (AS III, AS IV, and Drill Team) – November 11, 2023
3. Unit Evaluation (All Cadets) – To Be Determined (TBD)
4. Awards Night and Change of Command (All Cadets) – Apr 19, 2024
5. Change of Command Ceremony (All Cadets) – May 6, 2024

**ATTACHMENT IV - 30 Step Drill Sequence**

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. FALL IN (Report In – “Ma’am/Sir, CA-20011, is prepared for the 30-step drill sequence. Request permission to use your drill area, Ma’am/Sir!)         </li> <li>2. Open Ranks, MARCH</li> <li>3. Ready, FRONT</li> <li>4. Close Ranks, MARCH</li> <li>5. Present, ARMS</li> <li>6. Order, ARMS</li> <li>7. Parade, REST</li> <li>8. ATTENTION</li> <li>9. Left, FACE</li> <li>10. About, FACE</li> <li>11. Forward, MARCH</li> <li>12. Right Flank, MARCH</li> <li>13. Left Flank, MARCH</li> <li>14. Column Right, MARCH</li> <li>15. Forward, MARCH</li> </ol> | <ol style="list-style-type: none"> <li>16. To the Rear, MARCH</li> <li>17. To the Rear, MARCH</li> <li>18. Column Right, MARCH</li> <li>19. Forward, MARCH</li> <li>20. Eyes, RIGHT</li> <li>21. Ready, FRONT</li> <li>22. Column Right, MARCH</li> <li>23. Forward, MARCH</li> <li>24. Change Step, MARCH</li> <li>25. Column Right, MARCH</li> <li>26. Forward, MARCH</li> <li>27. Flight, HALT</li> <li>28. Left, FACE</li> <li>29. Right/Left Step, MARCH</li> <li>30. Flight, HALT (Report Out – “Ma’am/Sir, CA-20011, request permission to exit your drill area, Ma’am/Sir!)</li> </ol> |
|--|--|

**After Completing Drill Sequence:**

- A. Call next cadet to perform 30 Step, “Cadet \_\_\_\_\_, FRONT AND CENTER”
- B. Commander states to New Commander, Take control of the flight and perform the 30-step drill sequence.
- C. New commander states, “RETURN TO RANKS” (Old commander returns by same route to same position in the ranks)
- D. New commander states, “At My Command, Flight, FALLOUT”

**ATTACHMENT V - 50 Step Drill Sequence**

1. FALL IN (Report In – “Ma’am/Sir, CA-20011,  
is prepared for the 50 Step Drill Sequence.  
Request permission to use your drill area,  
Ma’am/Sir!)
2. Count, OFF
3. Hand, SALUTE
4. Open Ranks, MARCH
5. Ready, FRONT
6. Close Ranks, MARCH
7. Present, ARMS
8. Order, ARMS
9. Parade, REST
10. ATTENTION
11. Left, FACE
12. About, FACE
13. Count, OFF
14. Close, MARCH
15. Extend, MARCH
16. Forward, MARCH
17. Column Right, MARCH
18. Forward, MARCH
19. To the Rear, MARCH
20. Count Cadence, COUNT
21. To the Rear, MARCH
22. Column Right, MARCH
23. Forward, MARCH
24. Eyes, RIGHT
25. Ready, FRONT
26. Right Flank, MARCH
27. Left Flank, MARCH
28. Column Left, MARCH
29. Forward, MARCH
30. Column Left, MARCH
31. Forward, MARCH
32. Close, MARCH
33. Forward, MARCH
34. Extend, MARCH
35. Forward, MARCH
36. Counter, MARCH
37. Forward, MARCH
38. Counter, MARCH
39. Forward, MARCH
40. Change Step, MARCH
41. Left Flank, MARCH
42. Mark Time, MARCH
43. Flight, HALT
44. About, FACE
45. Dress Left, DRESS
46. Ready, FRONT
47. Half Left, FACE
48. Half Right, FACE
49. Right/Left Step, MARCH
50. Flight, HALT (Report Out – “Ma’am/Sir, CA-  
20011, request permission to exit your drill  
area, Ma’am/Sir!)

**After Completing Drill Sequence:**

- A. Call next cadet to perform 30 Step, “Cadet \_\_\_\_\_, FRONT AND CENTER”
- B. Commander states to New Commander, Take control of the flight and perform the 50-step drill sequence.
- C. New commander states, “RETURN TO RANKS” (Old commander returns by same route to same position in the ranks)
- D. New commander states, “At My Command, Flight, FALLOUT”

## ATTACHMENT VI – Flag Detail Procedures

### Report to School’s Administrative Office to Raise Flags

**DO NOT** start Flag Detail before times below. Rides sometimes are a little late.

Regular School Days – 0820

Common Planning Days – 0940

Check Flag Day App or <https://halfstaff.org/calendar/> for half staff days.

### Raise Flags

Detail Commander commands:

Forward, MARCH – detail marches to Flag Pole

Detail, HALT at Flag Pole

Right, FACE

POST

Detail Commander unties halyards

Detail attaches Flags

Detail Commander Raises flags out of details’ reach

Detail Commander commands Present , ARMS

Detail Commander raises flags briskly

When flags reach top of flag pole, Detail Commander performs hand salute then commands Order, ARMS

Detail Commander attaches halyards to flag pole

Detail Commander commands:

Outward, FACE

POST

Left, FACE

Forward, MARCH

Detail Commander commands Detail, HALT then FALL OUT

### Lower Flags

Detail Commander commands:

Forward, MARCH – detail marches to Flag Pole

Detail, HALT at Flag Pole

Right, FACE

POST

Detail Commander unties halyards and holds in left hand

Detail Commander commands Present, ARMS

Detail Commander performs hand salute

Detail Commander lowers flags slowly

When flags are within reach of detail, Detail Commander commands Order, ARMS

Detail unclips flag from halyards

Detail Commander attaches halyards to flag pole

Detail folds flags and after flags are folded resumes posted positions

Detail Commander commands:

Outward, FACE

POST

Left, FACE

Forward, MARCH

Detail Commander commands Detail, HALT then FALL OUT

**ATTACHMENT VII - Physical Training Leader (PTL) Procedures**

1. Flight Sergeant:
  - a. Commands "Flight Attention"
  - b. Commands "Element Leaders, Guideon, and PT Leaders FALL OUT to the Drill Pad"
  - c. Flight falls out to drill pad In Line formation
2. PTL takes control of the flight to prepare for stretching. Commands:
  - a. "Flight At My Command"
  - b. "Open Ranks, March", "Ready, Front"
  - c. "Half Right, Face"
3. Warm-Up/Stretches:
  - a. Jumping Jacks
  - b. Right Arm Over Left; Left Arm Over Right
  - c. Right Tricep; Left Tricep
  - d. Right Quad; Left Quad
  - e. Down The Middle, Stretch to Right, Stretch to Left
4. PTL leads stretches. Example Command: "Right Over Left, Position of Exercise, Ready Begin"
5. Stretches completed, PTL commands:
  - a. "Half Left, Face".
  - b. "Close Ranks, March".
  - c. "Right, Face".
  - d. "Column of Files From the Right, (wait for element leaders to say Stand Fast) Forward, March"
5. Once inside the Multi-Purpose room, PTL commands:
  - a. "Left, Face"
  - b. "Open Ranks, March"
  - c. "Double Arm Interval, Dress Right Dress"
  - d. "Ready, Front"
  - e. "Half Right, Face"
6. Before each exercise, PTL tells flight the following:
  - a. Type of exercise
  - b. Number of reps
  - c. Single or four count
  - d. Muscle groups activated
7. Example Exercise. PTL Commands:
  - a. "Push-Ups, Position of Exercise, Ready Move" (Cadets get in push-up position)
  - b. "Ready Begin" (Start performing exercise; count reps out load)
  - c. "Recover" (Cadets return to position of attention)
8. PT Complete and exit Multipurpose Room to Drill Pad or Classroom. PTL Commands:
  - a. "Half Left, Face"
  - b. "Close Ranks, March"
  - c. "Right, Face"
  - d. "Column of files from the right, Forward, March"



**ATTACHMENT VIII - Air Force Active Duty Ranks**

**OFFICER**



General



Lieutenant General



Major General



Brigadier General



Colonel



Lieutenant Colonel



Major



Captain



First Lieutenant



Second Lieutenant

**ENLISTED**



Chief Master Sergeant of the Air Force



Senior Master Sergeant



Technical Sergeant



Senior Airman



Chief Master Sergeant



Master Sergeant



Staff Sergeant



Airman First Class



Airman

**ATTACHMENT IX – Cadet Insignia**

**Cadet Officer Rank**



NOTE: Cadet Officer rank used is either cloth epaulet or collar rank, depending on specific uniform worn.

**Cadet Enlisted Rank**



**NOTE: Cadet Enlisted rank used is small collar rank only, regardless of uniform worn.**

**Rank insignia not listed here is unauthorized. The First Sergeant device is not authorized.**

ATTACHMENT X - Badges

**AUTHORIZED AIR FORCE JROTC  
BADGES AND INSIGNIA**



Hap Arnold Optional  
Enlisted/Officer Service  
Cap Insignia



OFFICERS  
SERVICE CAP  
INSIGNIA



MODEL ROCKETRY  
BADGE



KITTY HAWK  
AIR SOCIETY  
BADGE



DISTINGUISHED  
CADET BADGE



SHOULDER TAB  
METAL OR CLOTH



GROUND SCHOOL  
BADGE



FLIGHT SOLO  
BADGE



FLIGHT CERTIFICATE  
BADGE



UNMANNED AIRCRAFT  
BADGE

**Cadets may only wear one of these badges on their uniform**



AWARENESS  
PRESENTATION  
TEAM BADGE

Cadets can choose only one badge. Either the APT badge or the Marksmanship Shield. Follow APT placement criteria if cadets wear the Marksmanship Shield.



AEF BADGE

**Badges/Insignia not listed here are unauthorized for wear.**

## ATTACHMENT X - Badges

## AUTHORIZED AIR FORCE JROTC BADGES AND INSIGNIA

### Marksmanship Badges – Wear Only One



CMP Awarded Badges



Unit Awarded Badges

**If earned choose only one – CADETS MAY ONLY WEAR ONE on their uniform.** Place directly underneath ribbons. Cadets may NOT wear Marksmanship Shield (see below) with Marksmanship Badge.  
Do not wear Marksmanship badges with medals

Marksmanship  
Shield

Choose either the APT or Marksmanship Shield and a Marksmanship Badge.  
Only one may be worn.

Males and females may wear the marksmanship badge (may only wear one) below the ribbons on the blue shirt or service dress uniform or

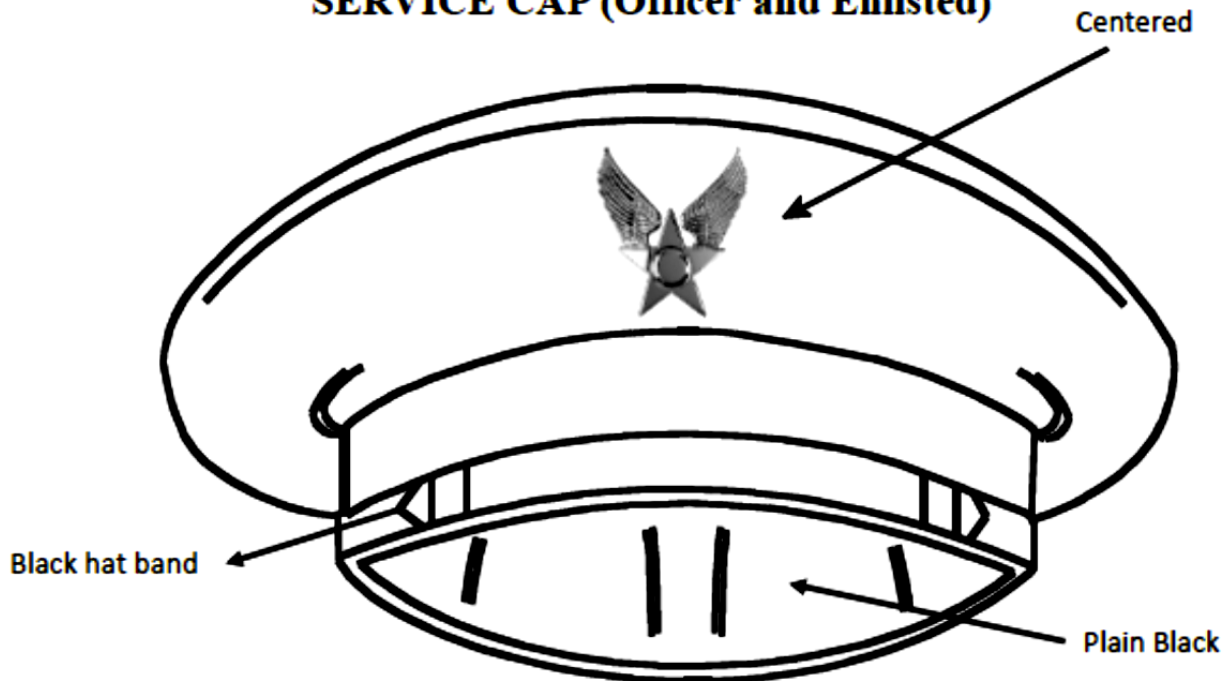
**Marksmanship badges will not be worn with medals.**

**Badges/Insignia not listed here are unauthorized for wear.**

## ATTACHMENT XI - Male Headgear

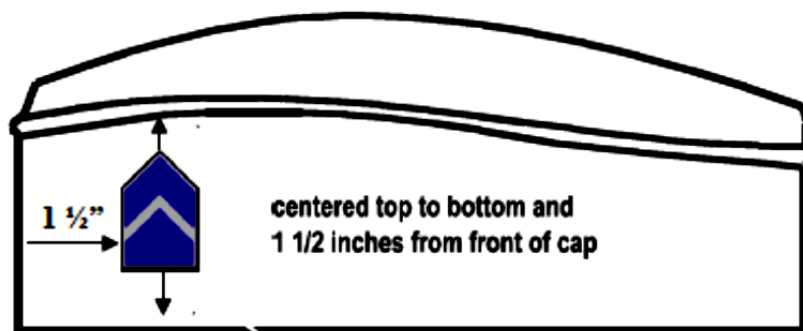
## CADET MALE HEADGEAR

### SERVICE CAP (Officer and Enlisted)



Officer Service Cap may also be worn with the large officer service cap insignia.

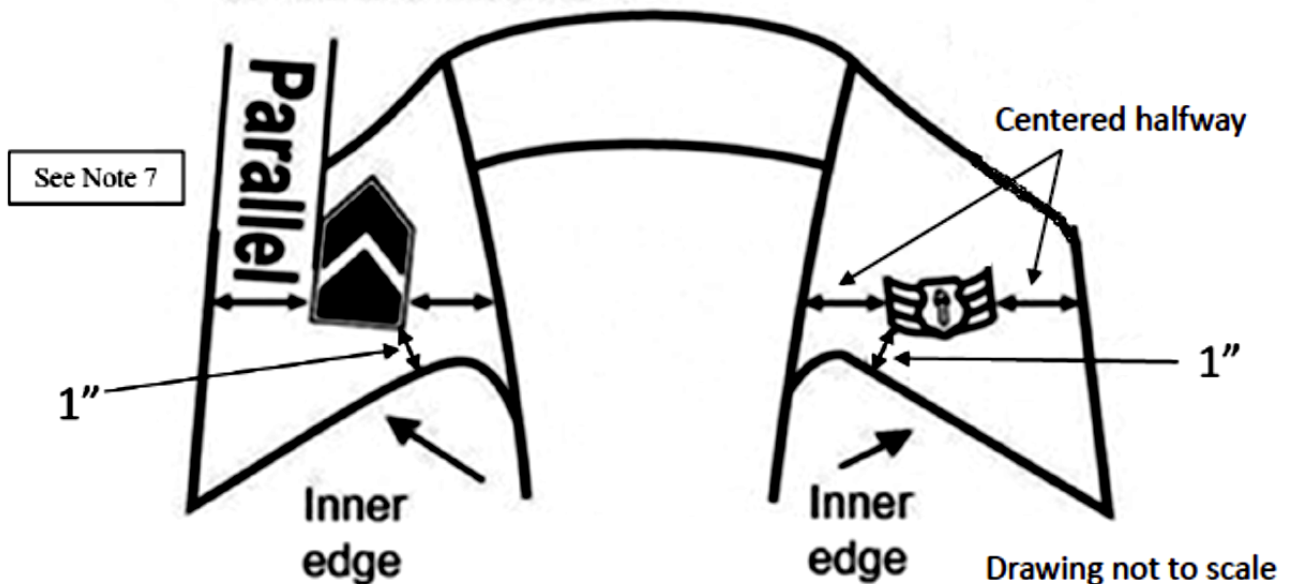
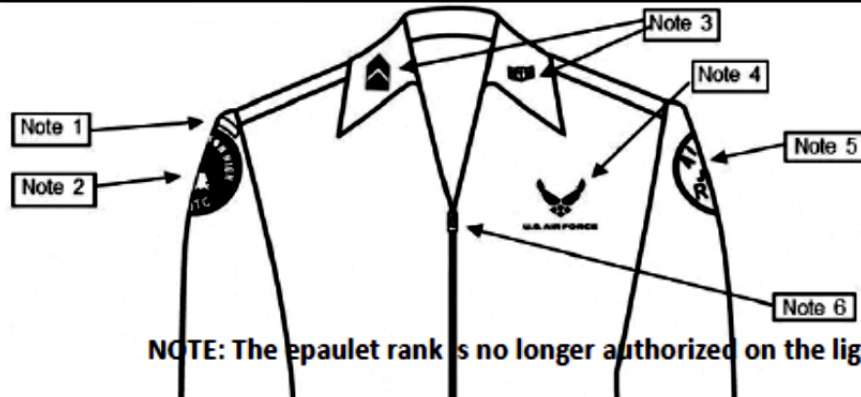
### FLIGHT CAP\* (Officer and Enlisted)



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

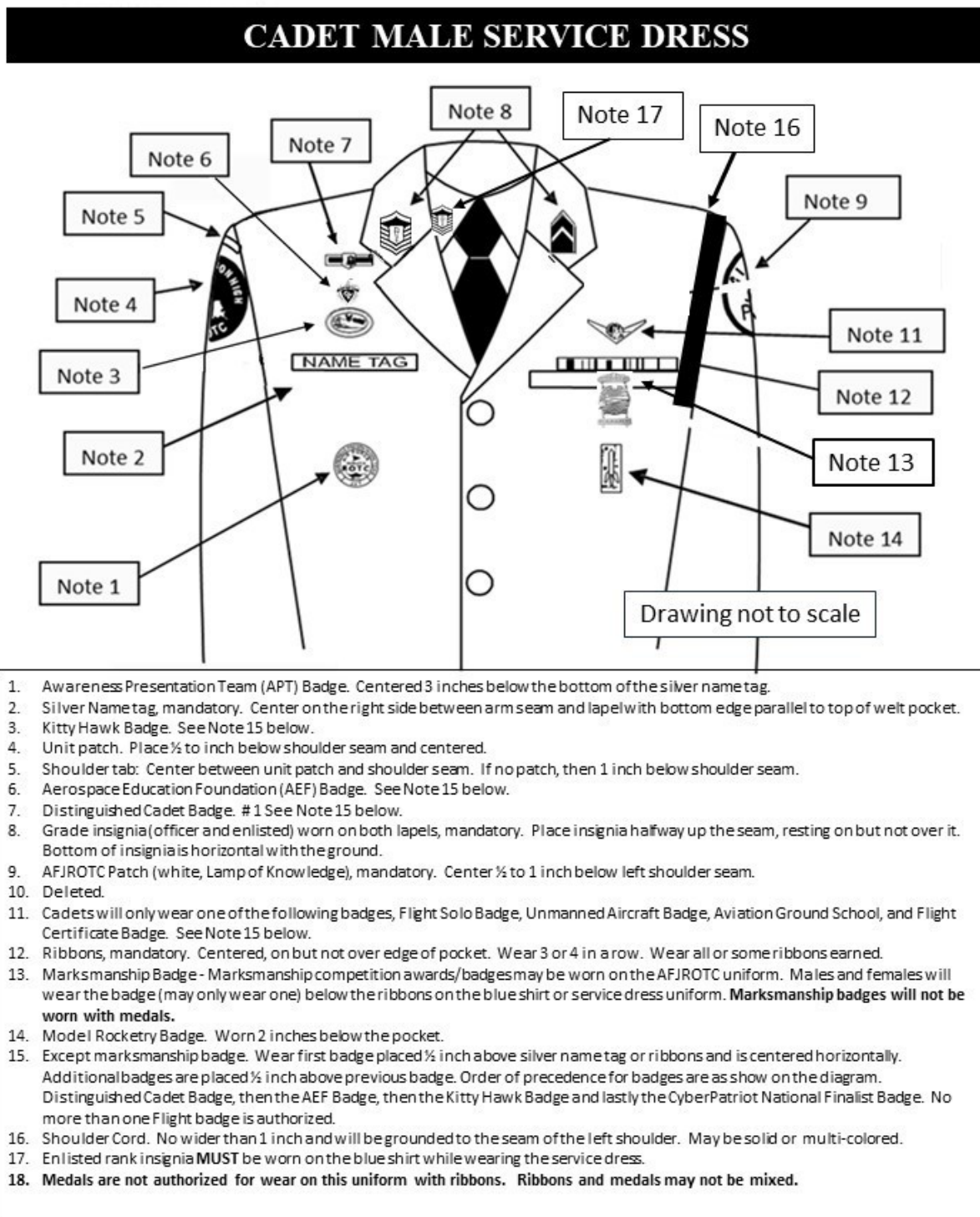
## ATTACHMENT XII - Lightweight Blue Jacket

## CADET LIGHTWEIGHT BLUE JACKET



1. Shoulder tabs are centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
2. Unit patch on right  $\frac{1}{2}$  to 1 inch below shoulder seam and centered.
3. Grade insignia (officer and enlisted) worn on both lapels, mandatory. Place insignia centered halfway up the lapel. Bottom of insignia is horizontal with the ground.
4. Optional item: center vertically between the shoulder seam and where the underarm side seam joins the armhole sleeve and center horizontally between the center zipper and the sleeve armhole seam.
5. AFJROTC patch on left sleeve  $\frac{1}{2}$  to 1 inch below shoulder seam centered.
6. Jacket will be closed to at least the halfway point.
7. Center insignia horizontally on collar. Place 1 inch from bottom of collar and parallel to the outer edge of the collar.
8. Enlisted rank insignia **MUST** be worn on the blue shirt while wearing the light weight jacket.

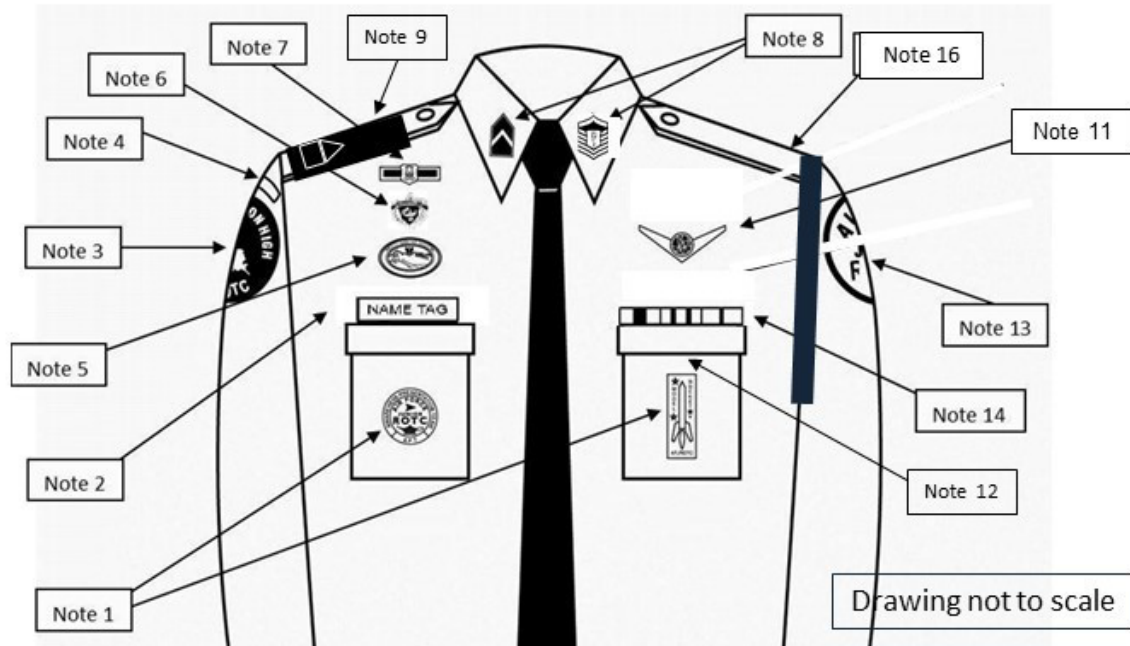
## ATTACHMENT XIII - Male Service Dress



**NOTE: When medals are worn, the top of the medal will be even with the top of the welt pocket, centered on the pocket.**

## ATTACHMENT XIV - Male Blue Shirt

## CADET MALE BLUE SHIRT



1. Awareness Presentation Team (APT) and Model Rocketry Badge are centered on the pockets on the appropriate sides as displayed above.
2. Name Tag: Mandatory wear. Blue Plastic with white letters. Must be grounded and centered over wearer's right pocket.
3. Unit patch. Centered  $\frac{1}{2}$  to 1 inch below the shoulder seam.
4. Shoulder tab. Centered between unit patch and shoulder seam. If no patch, then place 1 inch below shoulder seam.
5. Kitty Hawk Badge. See Note 15.
6. Aerospace Education Foundation (AEF) Badge. See Note 15.
7. Distinguished Cadet Badge. See Note 15.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar.
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use larger male epaulets only).
10. Deleted
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 15 below.
12. Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center  $\frac{1}{2}$  to 1 inch below left shoulder seam.
14. Ribbons are optional. Wear all, some or no ribbons earned. If worn, ribbons will be centered, resting on, but not over the edge of the pleated pocket on the wearers left.
15. Except marksmanship badges. First badge placed  $\frac{1}{2}$  inch above name tag or ribbons and is centered horizontally. Additional badges placed  $\frac{1}{2}$  inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then AEF Badge, then Kitty Hawk Badge, and finally the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
16. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under epaulet. May be solid or multi-colored.
17. **Medals (regardless of what type) are not authorized for wear on this uniform.**



## ATTACHMENT XV - Female Headgear

## CADET FEMALE HEADGEAR

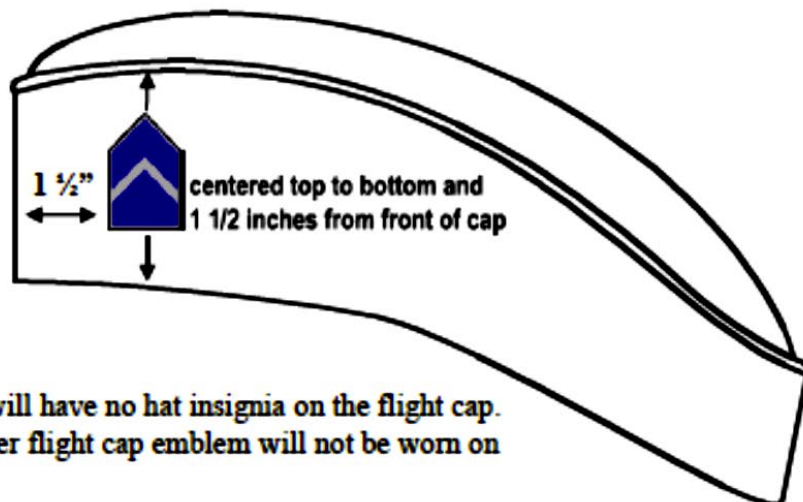
### SERVICE CAP (Officer Only)

Solid Blue Color with no embroidery



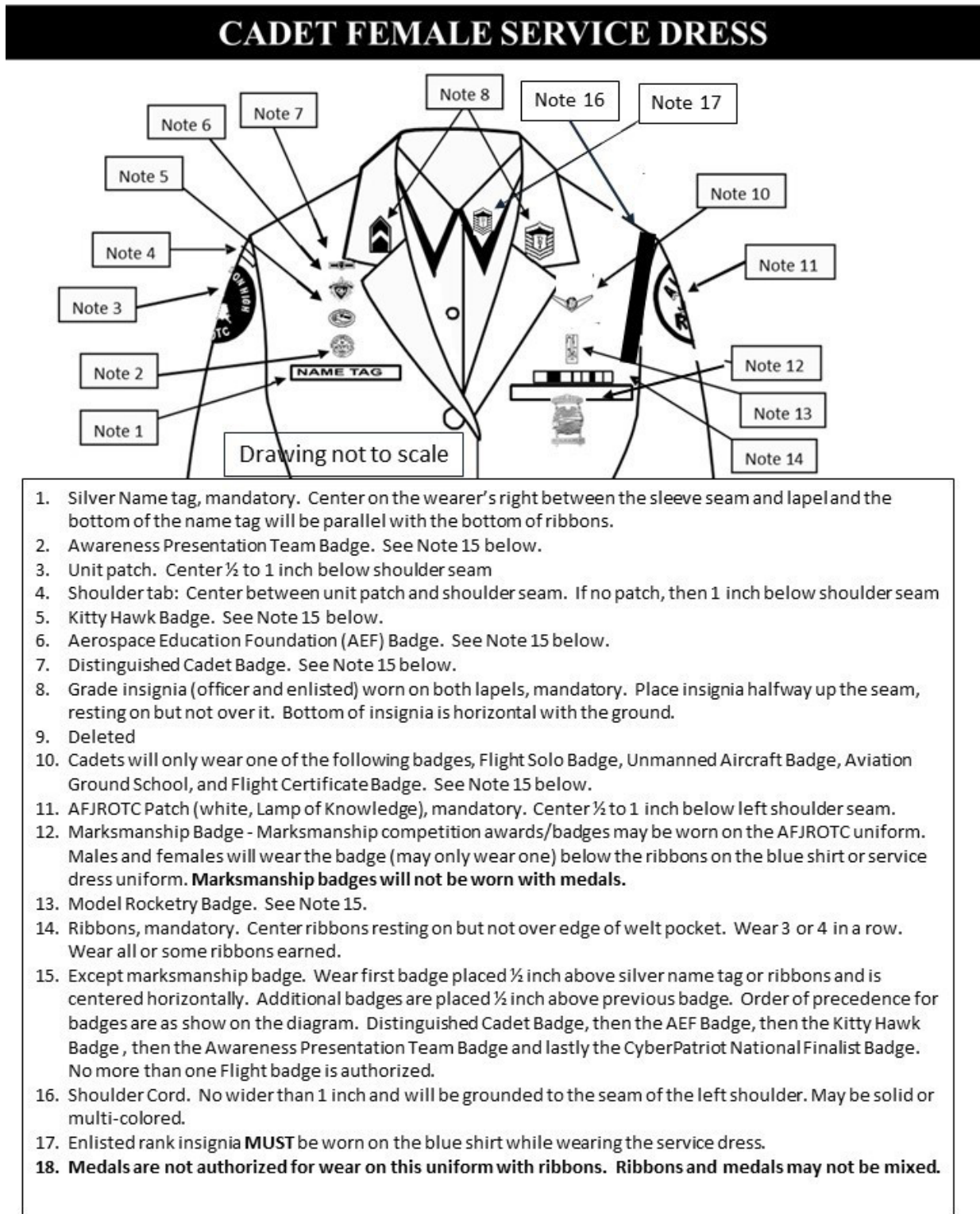
Enlisted Women's Service Caps may be worn with the Hap Arnold Wings insignia.

### FLIGHT CAP\* (Officer and Enlisted)



- Enlisted Ranks will have no hat insignia on the flight cap.
- The former officer flight cap emblem will not be worn on the flight cap.

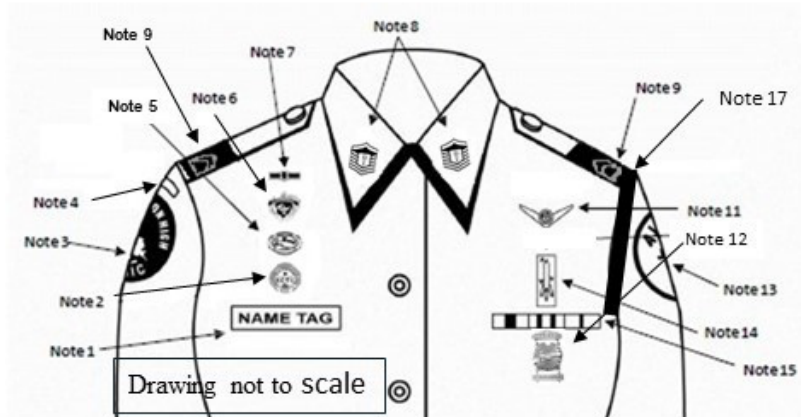
## ATTACHMENT XVI - Female Service Dress



**NOTE: When medals are worn, the top of the medal will be even with the top of the welt pocket, centered on the pocket.**

## ATTACHMENT XVII - Female Shirt

## CADET FEMALE BLUE SHIRT



1. Name Tag: Mandatory wear. Blue Plastic with white letters. Without ribbons: centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button. With Ribbons: Even with bottom row of ribbons, centered on right side, parallel to ground and within 1 ½ inches higher/lower than topmost exposed button.
2. Awareness Presentation Team (APT) Badge. See Note 16
3. Unit Patch. Centered on sleeve and ½ to 1 inch below shoulder seam.
4. Shoulder Tab (Metal or cloth). Centered between unit patch and shoulder seam. If no patch, then 1 inch below shoulder seam.
5. Kitty Hawk Air Society Badge. See Note 16.
6. Aerospace Education Foundation (AEF) Badge. See Note 16.
7. Distinguished Cadet Badge. See Note 16.
8. Grade insignia, mandatory (officer and enlisted) worn on both left and right collar, centered side to side and top to bottom. Enlisted rank's bottom point of torch points towards the point of the collar. Officer top point of rank aligned with point of collar. Cadet/Amn Basic have no insignia of any kind on the collar
9. Officers only. When using officer cloth rank on epaulets versus miniature metal rank on collar, place as close as possible to shoulder seam. (Use smaller female epaulets only)
10. Deleted.
11. Cadets will only wear one of the following badges, Flight Solo Badge, Unmanned Aircraft Badge, Aviation Ground School, and Flight Certificate Badge. See Note 16 below.
12. Marksmanship Badge - Marksmanship competition awards/badges may be worn on the AFJROTC uniform. Males and females will wear the badge (may only wear one) below the ribbons on the blue shirt or service dress uniform. **Marksmanship badges will not be worn with medals.**
13. AFJROTC Patch (white, Lamp of Knowledge), mandatory. Center ½ to 1 inch below left shoulder seam
14. Model Rocketry Badge. See Note 16.
15. Ribbons are optional. Wear all, some or no ribbons earned. If worn, center ribbons on wearer's left, parallel with ground. Align bottom of the ribbons with the bottom of the name tag.
16. Except marksmanship badge. Wear first badge placed ½ inch above silver name tag or ribbons and is centered horizontally. Additional badges are placed ½ inch above previous badge. Order of precedence for badges are as show on the diagram. Distinguished Cadet Badge, then the AEF Badge, then the Kitty Hawk Badge, then the Awareness Presentation Team Badge and lastly the CyberPatriot National Finalist Badge. No more than one Flight badge is authorized.
17. Shoulder Cord. No wider than 1 inch and will be grounded to the seam of the left shoulder under the epaulet. May be solid or multi-colored.
18. **Medals (regardless of what type) are not authorized for wear on this uniform.**

**ATTACHMENT XVIII – Female Hair Grooming Standards (Authorized Styles)**



**Braids**



**Twists**



**Locs**

**ATTACHMENT XVIII – Authorized Female Ponytails and Long braid(s) Hair Styles Examples.**



Unbraided Single Ponytail/Pull-through Ponytail Style/Braided Ponytail



Braided Ponytails/Multiple Braids in a Single Ponytail



Two Braids Looped Underneath/Two Braids

**ATTACHMENT XVIII – Unauthorized Female Ponytail Examples**



Exceeds Length Requirement

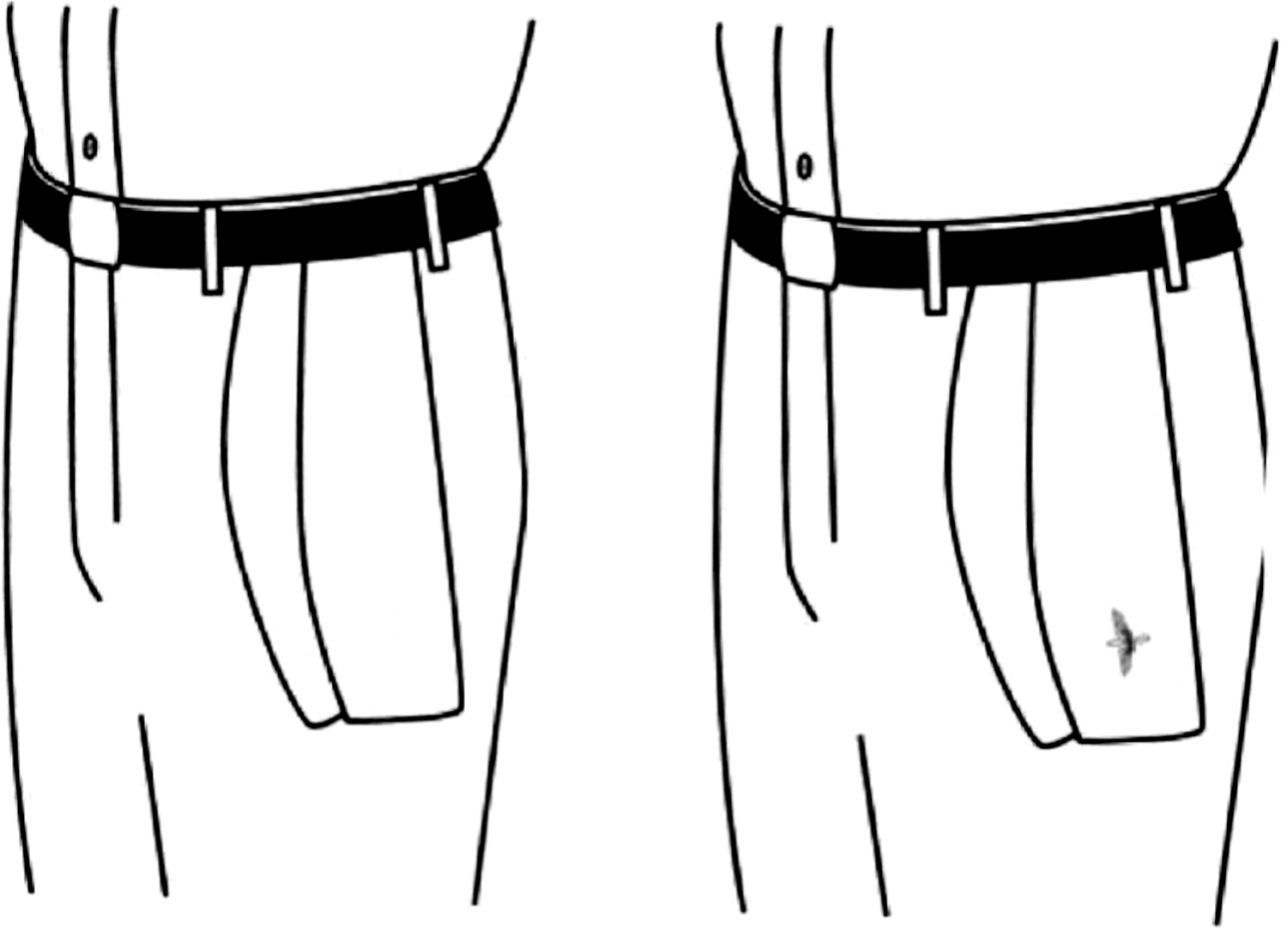


Bulk Exceeds Width of Head



Ponytail Fasten on the Crown of Head

**ATTACHMENT XIX – Proper Flight Cap Stowage (Indoors)**



**ATTACHMENT XX – Military Time and Phonetic Alphabet**

<b>TIME</b>		<b>PHONETIC ALPHABET</b>	
<b>Civilian</b>	<b>Military</b>		
<b>12:30 a.m.</b>	<b>0030</b>	<b>A</b>	<b>Alpha</b>
<b>1:00 a.m.</b>	<b>0100</b>	<b>B</b>	<b>Bravo</b>
<b>2:00 a.m.</b>	<b>0200</b>	<b>C</b>	<b>Charlie</b>
<b>3:00 a.m.</b>	<b>0300</b>	<b>D</b>	<b>Delta</b>
<b>4:00 a.m.</b>	<b>0400</b>	<b>E</b>	<b>Echo</b>
<b>5:00 a.m.</b>	<b>0500</b>	<b>F</b>	<b>Foxtrot</b>
<b>6:00 a.m.</b>	<b>0600</b>	<b>G</b>	<b>Golf</b>
<b>7:00 a.m.</b>	<b>0700</b>	<b>H</b>	<b>Hotel</b>
<b>8:00 a.m.</b>	<b>0800</b>	<b>I</b>	<b>India</b>
<b>9:00 a.m.</b>	<b>0900</b>	<b>J</b>	<b>Juliet</b>
<b>10:00 a.m.</b>	<b>1000</b>	<b>K</b>	<b>Kilo</b>
<b>11:00 a.m.</b>	<b>1100</b>	<b>L</b>	<b>Lima</b>
<b>12:00 noon</b>	<b>1200</b>	<b>M</b>	<b>Mike</b>
<b>1:00 p.m.</b>	<b>1300</b>	<b>N</b>	<b>November</b>
<b>2:00 p.m.</b>	<b>1400</b>	<b>O</b>	<b>Oscar</b>
<b>3:00 p.m.</b>	<b>1500</b>	<b>P</b>	<b>Papa</b>
<b>4:00 p.m.</b>	<b>1600</b>	<b>Q</b>	<b>Quebec</b>
<b>5:00 p.m.</b>	<b>1700</b>	<b>R</b>	<b>Romeo</b>
<b>6:00 p.m.</b>	<b>1800</b>	<b>S</b>	<b>Sierra</b>
<b>7:00 p.m.</b>	<b>1900</b>	<b>T</b>	<b>Tango</b>
<b>8:00 p.m.</b>	<b>2000</b>	<b>U</b>	<b>Uniform</b>
<b>9:00 p.m.</b>	<b>2100</b>	<b>V</b>	<b>Victor</b>
<b>10:00 p.m.</b>	<b>2200</b>	<b>W</b>	<b>Whiskey</b>
<b>11:00 p.m.</b>	<b>2300</b>	<b>X</b>	<b>X-Ray</b>
<b>12:00 midnight</b>	<b>2400</b>	<b>Y</b>	<b>Yankee</b>
		<b>Z</b>	<b>Zulu</b>



## ATTACHMENT XXI – Promotion Checklist

<b>PROMOTION EXTRA CREDIT CHECKLIST</b>				
<b>Name:</b>		<b>Flight:</b>		
1. Additional credit for awards/ribbons/badges earned will be added to passing test score to obtain total score.				
2. Only awards/ribbons/badges received or extracurricular activities during specific promotion cycle are to be counted.				
<b>AWARDS / RIBBONS / BADGES / CORDS</b>				
	<b>Value</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
<b>1. ANY NATIONAL AWARD</b>	<b>10</b>			
2. Distinguished Unit Award (DUA) with Merit Award	10			
3. Distinguished Unit Award	7			
3. Outstanding Organization Award	4			
4. Outstanding Flight Ribbon	4			
5. Top Performer Award	4			
6. Outstanding Cadet Ribbon	4			
7. Leadership Ribbon	4			
8. Superior Performance Ribbon	4			
9. Achievement Ribbon	4			
10. Academic Ribbon	4			
11. Cadet Leadership Course Ribbon	3			
12. Special Teams Competition Ribbon	3			
13. Orienteering Ribbon	3			
14. LDR Leadership Ribbon	3			
15. Drill Team Ribbon	3			
16. Color Guard Ribbon	3			
17. JLAB Ribbon	3			
18. Cyber Patriot Ribbon	3			
19. Good Conduct Ribbon	3			
20. Service Ribbon	3			
21. Health and Wellness Ribon (Bronze 4, Silver 5, Gold 6)	3			
22. Recruiting Ribbon	3			
23. Activities Ribbon	3			
24. Attendance Ribbon	3			
25. Dress and Appearance Ribbon	3			
26. Longevity Ribbon	3			
27. Baatan Death March Memorial Hike Ribbon	3			
28. Patriotic Flag Ribbon	3			
29. COVID-19 Ribbon				
30. CAP Awards (5ea) - Spaatz, Eaker, Earhart, Mitchell, or Curry	3			
<b>31. Academic Competition Cord</b>	<b>3</b>			
<b>32. Cadet of the Quarter Cord</b>	<b>3</b>			
<b>33. Drill Team Cord</b>	<b>3</b>			
<b>34. Kitty Hawk Cord</b>	<b>3</b>			
35. Distinguished Cadet Badge	10			
36. Flight Solo Badge/Ground School Badge	10			
37. Aerospace Education Foundation (AEF) Badge	5			
38. Awareness Presentation Team (APT) Badge	5			
39. Kitty Hawk Air Society Badge	5			
40. Model Rocketry Badge	5			
41. Team Member of the Month	3			
<b>Awards/Ribbons/Badges/Cords Totals</b>				

CONTINUED ON BACK

**ATTACHMENT XXI - Promotion Checklist**

<b>LEADERSHIP DEVELOPMENT REQUIRMENTS (LDR) ACTIVITIES</b>				
	<b>Value</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
<b>AFJROTC Leadership Development Requirements Activities</b>				
ACADEMIC COMPETITION	4			
APT	4			
CYBER PATRIOT	4			
DRILL	5			
KITTY HAWK AIR SOCIETY	4			
<b>School Extra Curricular (EC) Activities</b>				
Any School Sport (Not conditioning)	1			
Any School Club	1			
Honor Society	1			
Marching Band	1			
Miscellaneous	1			
Safety Committee	1			
Student Council	1			
<b>LDR and EC Activities Totals</b>				
Event Attended 1st Quarter -				
Event Attended 2nd Quarter -				
Event Attended 3rd Quarter -				
<b>Awards/Ribbons/Badges/Cords + LDR/EC Activities TOTALS</b>				

ATTACHMENT XXII – Ribbon Chart

## Air Force and Space Force JROTC Ribbon Chart

1. Gold Valor Award    2. Silver Valor Award    3. Cadet Humanitarian Award    4. Silver Star Community Service w/Excellence Award    5. Community Service with Excellence Award    6. Air Force Association Award

7. Daedalian Award    8. Daughters of the American Revolution Award    9. American Legion Scholastic Award    10. American Legion General Military Excellence Award    11. Reserve Organization of America (ROA) Award    12. Military Officers Association Award

13. Veterans of Foreign Wars (VFW) Award    14. National Society United States Daughters of 1812    15. National Sojourners Award    16. Scottish Rite, Southern Jurisdiction Award    17. Military Order of the Purple Heart    18. Sons of the American Revolution Award

19. Military Order of World Wars Medal    20. American Veterans Award    21. Air Force Sergeants Association    22. Tuskegee Airman Inc. Award    23. The Retired Enlisted Association Award    24. Celebrate Freedom Foundation Award

25. Air Commando Association Award    26. Distinguished Unit Award w/Merit    27. Distinguished Unit Award    28. Outstanding Organization Award    29. Outstanding Flight Ribbon    30. Top Performer Award

31. Outstanding Cadet Ribbon    32. Leadership Ribbon    33. Superior Performance Ribbon    34. Achievement Ribbon    35. Academic Ribbon    36. Cadet Leadership Course Ribbon

37. Special Teams Placement Ribbon    38. All-Service National Competition Ribbon    39. Air Force Nationals Competition Ribbon    40. Orienteering Ribbon    41. Leadership Development Requirement (LDR) Leadership Ribbon    42. Drill Team Ribbon

43. Color Guard Ribbon    44. Sabre Team Ribbon    45. Marksmanship Ribbon    46. JLAB Ribbon    47. Cyber Patriot Ribbon    48. StellarXplorers Ribbon

49. Raiders Team Ribbon    50. Military Model Building Ribbon    51. Unmanned Aircraft Systems (UAS) Ribbon    52. Robotics Ribbon    53. Good Conduct Ribbon    54. Service Ribbon

55. Health and Wellness Ribbon    56. Recruiting Ribbon    57. Activities Ribbon    58. Attendance Ribbon    59. Dress and Appearance Ribbon    60. Longevity Ribbon

61. Bataan Death March Memorial Hike Ribbon    62. Patriotic Flag Ribbon    63. COVID-19 Ribbon    64-68. CAP Ribbons

**Version: 15 May 2022**

NOTE: For assistance in organizing your ribbon rack, please reference the Ribbon Rack Builder at [www.uniformribbons.com/afjrotc](http://www.uniformribbons.com/afjrotc)

**ATTACHMENT XXIII - Air Force Song****THE AIR FORCE SONG**

(Verse I)

Off we go into the wild blue yonder,  
Climbing high into the sun;  
Here they come zooming to meet our thunder,  
At 'em now, Give 'em the gun! give em the gun!  
Down we dive, spouting our flame from under,  
Off with one helluva roar!  
We live in fame or go down in flame. Hey!  
Nothing'll stop the U.S. Air Force!

(Verse II)

Brilliant minds fashioned a crate of thunder,  
Sent it high into the blue;  
Valiant hands blasted the world asunder;  
How they lived God only knew!  
Boundless souls dreaming of skies to conquer  
Gave us wings, ever to soar!  
With scouts before and bombers galore. Hey!  
Nothing'll stop the U.S. Air Force!

(Verse III)

Here's a toast to the host  
Of those who love the vastness of the sky,  
To a friend we send a message of the brave who serve on high.  
We drink to those who gave their all of old  
Then down we roar to score the rainbow's pot of gold.  
A toast to the host of those we boast, the U.S. Air Force!

(Verse IV)

Off we go into the wild sky yonder,  
Keep the wings level and true;  
If you'd live to be a grey-haired wonder  
Keep the nose out of the blue!  
Fly to fight, guarding the nation's border,  
We'll be there, followed by more!  
In echelon we carry on.  
Oh, nothing'll stop the U.S. Air Force!

**ATTACHMENT XXIV - Previous Year's Accomplishments**

- Competitions
  - Airsoft Tournament –AFJROTC McClatchy
  - Bowling Tournament – AFJROTC Vanden
  - Cyber Patriot competition – 4 rounds
  - Fun Olympics – AFJROTC Casa Roble
  - Futsal Tournament – AFJROTC Del Campo
  - Northern California Invitational Drill Meet (NCIDM)
    - ROTC Sac State, AFJROTC Hiram Johnson
  - Softball – AFJROTC Whitney
  - Volleyball – AFJROTC Fairfield
  
- Color Guards – 17 Total
  
- Community Service Hours – 1211
  - Solano Food Bank
  - Elementary School Fall Festivals
  - School Beautification
  - Memorial Day Grave Decoration
  
- Key events:
  - \$1866+ raised for the Solano Foster Children's Christmas Ornament Program